



HANDBOOK FOR PRESIDING OFFICER 2022





HANDBOOK
FOR
PRESIDING OFFICERS
(At Elections where Electronic Voting Machines are used)

2022

State Election Commission
National Capital Territory of Delhi
(Nigam Bhawan Kashmere Gate, Delhi-110006)

Handbook for Presiding Officers of polling stations

Where Electronic Voting Machines are used.

CHAPTER - 1

PRELIMINARY

1. Introductory

- 1.1 The objective of this Handbook is to provide you the information and guidance to perform your duties as a Presiding Officer. However, it may be noted that this Handbook cannot be treated as an exhaustive compendium in all aspects and as a substitute reference for various provisions of election law related to the conduct of poll. You should, wherever necessary, refer to those legal provisions which are reproduced in Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) and Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011(**Annexure2**).
- 1.2 You have been appointed under the provisions of Rule 11 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**). You alongwith other officers designated for the conduct of any election shall be deemed to be on deputation to the Election Commission for the period commencing on and from the date of the notification calling for such election and ending with the date of declaration of the results of such election and accordingly such officers shall during that period be subject to the control, superintendence and discipline of the Election Commission. As a Presiding officer, you are the most important officer at the polling station. A very important role has been assigned to you to perform at the polling station in the conduct of poll. You enjoy full legal power to control the proceedings in the polling station under your charge. At the same time you are fully responsible for all the activities taking place at the polling station. At the polling station, it is your primary duty and responsibility to ensure a free and fair poll at your polling station. For this purpose it is necessary that you are fully conversant with the law and procedure and the relevant instructions and directions of the Commission in relation to the conduct of elections.
- 1.3 Electronic Voting Machines are used now at each and every polling station. You as the Presiding Officer at the polling station should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines. You should not only familiarise yourself thoroughly with rules and procedures but also with each step to be taken in the conduct of poll at the polling station, and with the operation of voting machine. A slight mistake or lapse or wrong application of the law or rules or inadequate knowledge of various functions of the voting machine may vitiate the poll at your polling station.

2. Brief introduction to voting machines

- 2.1 The Electronic Voting Machines have been manufactured by two Central Government undertakings, namely, Electronics Corporation of India Limited,

Hyderabad and Bharat Electronics Limited, Bangalore has produced electronic voting machines. There are two models of the Electronic Voting Machines being used for the conduct of election in the country – existing model and upgraded model. There is only one difference, pertaining to the display on the panel of the machines, in the two models, which has been explained in the subsequent chapters of the handbook.

- 2.2 The Electronic Voting Machine operates on a 6 volts battery and can be used anywhere and under any conditions. It is tamperproof, error-free and easy to operate. Both the units of the machine are supplied in two separate carrying cases which are easily portable. The polling information once recorded in the machine is retained in its memory even when the battery is removed.
- 2.3 The Electronic Voting machine consists of two units, namely, Control Unit and Ballot unit. These two units are interconnected, when the Voting machine is put in operation, by means of a cable, one end of which is permanently attached to the ballot unit.



Control Unit



Ballot unit

- 2.4 One ballot unit caters upto sixteen candidates. On the ballot unit, there is provision for display of the ballot paper containing the particulars of the election, the serial numbers and names of contesting candidates and the symbols respectively allotted to them. There is a blue button against the name of each candidate. By pressing this blue button, the voter can record his vote in favour of the candidate of his choice. Alongside the said button, there is also a lamp for each candidate. This lamp will glow red when the vote is recorded. Simultaneously a beep sound will also be heard.
- 2.5 One control unit can record the votes polled by a maximum of 64 candidates. For this purpose four ballot units linked together are connected with one control unit. On the top most portion of the control unit, there is provision for displaying the various information and data recorded in the machine, like the number of contesting candidates, total number of votes polled, votes polled by each candidate, etc. This portion is called, for easy reference, '**Display Section**' of the control unit. Below the display section, there is a compartment for fixing the battery, which runs the machine. On the right side of this compartment, there is another compartment in which there is a button for setting the machine for the number of candidates, contesting the particular election. This button is called the '**Cand Set**' button and the whole section of the control unit containing these two compartments is called the '**Cand Set Section**'. Below the cand set section is the '**Result section**' of the control unit. This section contains (i) '**Close**' button on the left side, used for closing the poll, (ii) two buttons in the middle – '**Result-I**'

& **'Result-II'** for ascertaining separately the result of parliamentary or assembly) and (iii) 'clear' button on the right side, for clearing the data recorded in the machine, when the data is on more required. In the bottom portion of the control unit, there are two buttons - one marked **'Ballot'** and other marked **'Total'**. By pressing the button 'Ballot', the ballot unit becomes ready to record the vote and by pressing the button 'Total', the total number of votes recorded upto that stage (but without the candidate-wise break up) can be ascertained. This section is known as the **'Ballot Section'** of the control unit. *(In the upgraded mode the **'Result II'** button has been replaced with **'Print'** button, by pressing which a printout of the detailed result can be obtained. For this purpose a special gadget is to be attached to the Control Unit.)*

Legal provisions regarding conduct of poll

3. The provisions of the law which have a bearing on your duties as a Presiding Officer are reproduced in **Annexure 1 and 2**.

Broad outlines of duties

4. While detailed directions and instructions are contained in the various Chapters of this Handbook, some of the salient and important aspects of your duties are given below for your guidance:
 - (i) You should acquaint yourself fully with the latest position about the rules and procedures prescribed for the conduct of poll by voting machines in Chapter V of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure-1**).
 - (ii) You should familiarise yourself thoroughly with the operation of the voting machine and the functions of various buttons and switches provided therein. (This has been described in details under para 2 titled 'Brief introduction to voting machines' above).
 - (iii) You must keep in ready possession all relevant instructions of the Returning Officer.
 - (iv) You must have a clear idea of the location of your polling station and your itinerary to and from the polling station, so as to enable yourself to reach your polling station in time without losing any time in finding out the way to the polling station.
 - (v) You must not miss any of the training classes, lest you find yourself groping in the dark for various important instructions.
 - (vi) While collecting election materials, you should ensure that all items have been handed over to you as per the list supplied along with the material. The most important items are (i) electronic voting machine (ballot unit and control unit), (ii) tendered ballot papers, (iii) Register of Voters (Form 11A),

- (iv) marked copy of electoral roll (v) Form 11C, Format of the Presiding Officer's Diary and (vi) extra copies of the roll, yellow paper seals, strip seals, special tags, statutory forms, sealing wax and indelible ink.
- (vii) On arrival at the polling station, you should have a clear idea of the arrangements to be made for setting up of the polling station in a proper way especially to secure secrecy of voting, regulation of queue of voters, protection of poll proceedings free from outside interference, etc. On arrival at the dispersal centre you should also ensure whether your polling station has police arrangement. Also whether there is Micro-Observer and Video Camera deployment at the pollingstation.
- (viii) Before the commencement of poll, the voting machine has to be demonstrated to the polling agents, who are present at the polling station at the time of commencement of the poll, to satisfy them that no votes are already recorded therein and that the machine is in perfect working condition. For these purposes, a mock poll shall be compulsorily held by letting the polling agents record a few votes at random for each of the contesting candidates and tallying the resultthereafter.
- (ix) You should be clear that according to the Commission's instructions, if there is no mock poll at a polling station, there shall be no poll at that pollingstation
- (x) **After holding the mock poll, the votes recorded at such mock poll must be cleared from the control unit of the voting machine so that no data relating to the mock poll remains in the memory of the machine.** The control unit of the voting machine then must be sealed and secured by fixing the yellow paper seal(s) and special tag in the space provided therefore and the strip seal. The procedure for this sealing is explained in detail in Chapter-11.
- (xi) The poll must commence at the hour fixed for such commencement by the State Election Commission. Before commencing the poll, the candidates or their agents, who are present at the polling station and the polling officers should be briefed about the maintenance of secrecy of vote. The provisions of section 23 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 should be read out and brought to their notice. **(Annexure-2)**
- (xii) At the commencement of poll, you have to make a declaration in a prescribed form about the demonstration of the voting machine, marked copy of the electoral roll and the Register of Voters to candidates or their polling agents present and get it signed bythem.

- (xiii) According to the directions of the Commission all electors who have been issued with Electors Photo Identity Cards (EPICs) should produce those cards to exercise their franchise at all general and bye-elections. Those who fail to bring EPICs or who have not been issued with or who have not obtained their EPICs, can be identified by means of the photographs on the electoral rolls, where Photo Electoral Rolls have been supplied at the polling station. In the case of those electors whose identity cannot be established by means of the photograph on the electoral rolls, the identity shall be established by means of any of the alternative documents prescribed by the Commission.
- (xiv) The identity of elector should be properly verified by the First Polling Officer with reference to his entry in the electoral roll, the Elector's Photo Identity Card, the photograph of the elector on the Photo Electors Rolls (If the polling station is one, where Photo Electors Rolls have been supplied) or with reference to any of the other alternative document(s) prescribed by the Election Commission. The State Election Commission issues directions from time to time prescribing various other documents with reference to which the identity of an elector can be verified. **The unofficial identity slip carried by an elector cannot be accepted as a proof of his identity.**
- (xv) Last four digits of the EPIC/Identity documents produced by the elector should be entered in the 'Remarks' column of the Register of Voters (Form 11-A)
- (xvi) As for the ensuing election to three Municipal Corporations of Delhi, the photo electoral rolls (PER) will be used, each page of the electoral roll contains 3 or 4 columns of boxes, each box containing details relating to individual electors. Underlining the entries as was done in the past, is not considered convenient in the case of PER wards. Therefore, the Commission directs that in the case of PER, when an elector is allowed to cast vote at the polling station, a line will be drawn, in red ink, diagonally across the box containing the particulars pertaining to that elector in the marked copy of the PER. Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters.
- (xvii) After an elector is identified with reference to his entry in the electoral roll and with the help of the document(s) prescribed by the State Election Commission, the left forefinger should be marked with the indelible ink by the Second Polling Officer. (The method of marking the left hand forefinger has been explained in Chapter-5).
- (xviii) The serial number (and not the name) of the elector as given in the marked copy of the electoral roll should be noted in the Register of Voters (Form-11A).

- (xix) The signature or thumb impression of the elector should be obtained on the Register of Voters (Form-11A) before he is allowed to record his vote. If an elector refuses to put his signature or thumb impression on the Register of Voters, he shall not be permitted to vote and an entry 'Refused to vote' will be made in the 'Remarks' column of the Register of Voters. You will have to sign below such entry. However, if an elector after his electoral roll number has been duly entered in the register of voters in Form 11A and has put his signature or thumb impression thereon as required under sub-clause (1) of clause (L), decides not to record his vote, a remark to this effect – 'Refused to vote' shall be made against the said entry in Form 11A by you and the signature or thumb impression of the elector shall be obtained against such remark. In such case it shall not be necessary to make any change in the serial number of the elector or of any succeeding elector in column 1 of the register of voters (Form 11 A). If the "Ballot" button on the control unit has already been pressed to release voting on the ballot unit by a voter and he refused to vote, either the Presiding Officer/Third Polling Officer, whoever is in-charge of the control unit, should direct the next voter straightaway to proceed to the voting compartment to record his vote. In the alternative the Officer in-charge of the control unit should put the 'Power' switch in the rear compartment of the control unit to 'OFF' position, and then again to 'ON' position, press the 'Ballot' button and direct the next voter to proceed to the voting compartment to record his vote.
- (xx) In another eventuality, when the "Ballot" button on the control unit has been pressed to release voting on the ballot unit and the **last voter refuses** to vote, the Presiding Officer/third Polling Officer, whoever is in-charge of the control unit shall put the 'Power' switch in the rear compartment of the control unit to 'OFF' position and disconnect the ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' switch should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional to close the poll.
- (xxi) After the signature or thumb impression of the elector has been obtained on the Register of Voters and his left hand forefinger has been marked with the indelible ink, he shall be issued a voter's Slip (in the prescribed form) showing the serial number at which the entry relating to him has been made in the Register of voters.
- (xxii) The electors shall be allowed to record their votes in the voting machine on the basis of the Voters' slips strictly in the same order in which they have been entered in the register of voters.
- (xxiii) It is your foremost duty to go on recording the relevant events as and when they occur, in the Presiding Officer's Diary.

- (xxiv) It may happen sometimes that you may have a suspicion or reason to suspect that the ballot unit kept in the screened voting compartment is not functioning properly or that an elector who has entered the voting compartment is tampering with or otherwise interfering with the balloting unit by inserting an object or fixing cello-tape or match stick or chewing gum on the blue button or has remained inside the voting compartment for unduly long period, you have a right under Rule 56 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) to enter the voting compartment in such cases and to take such steps as may be considered necessary by you to ensure that the balloting unit is not tampered with or interfered with in any way. However, be careful that, whenever you enter the voting compartment, do not enter the compartment alone. You should permit and take one or two or more polling agents present at the polling station to accompany you.
- (xxv) If any incident takes place at the polling station and is not reported by you, but reported from any other source, the Commission may take a serious view and initiate action against you.
- (xxvi) You have to regulate the proceedings in the polling station for peaceful and smooth conduct of poll. You require much tact for this purpose, but at the same time you should be firm and impartial.
- (xxvii) You have to periodically verify the total number of votes polled till a particular hour by pressing 'Total' button.
- (xxviii) You must close the poll at the hour fixed for the purpose by the State Election Commission, even if the commencement of poll was delayed for any reason. However, all voters present at the polling station at the closing hour of poll shall be allowed to vote even if that means the continuing of poll for some more time. It should also be ensured that after the closing hour of poll nobody joins the queue of voters. For this purpose, you should distribute numbered slips, signed by you, to all voters standing in the queue starting such distribution of slips from the last person standing in the queue.
- (xxix) At the close of poll, you are required to prepare an 'Account of Votes Recorded' in Part I of Form 11-C and obtain the signature of the polling agents in the column specified for the purpose in that Form. You should allow the polling agents to note at the close of poll the contents of Account of Votes recorded in Part I of Form 11-C prepared by you.
- (xxx) After the close of poll, the voting machine and all election papers should be sealed and secured in the manner prescribed by the State Election Commission. Candidates or their agents present at the polling station shall also be allowed to affix their seals, if they so desire, on the voting machine and the election papers in addition to your seals. You should follow

carefully the relevant instructions about the sealing and securing of voting machines and election papers so that no mistake is committed.

(xxxi) it is your personal responsibility to hand over the voting machine and all election papers duly sealed and secured to the officer responsible for the collection thereof, under proper receipt.

5. Your duties in brief at various stages are given in **Annexure-3** under five different heads for your ready reference and convenience.

6. **Check Memo**

To ensure that you have fulfilled the various statutory requirements in connection with the election, the State Election Commission has drawn up a CHECK MEMO for you, which is given in **Annexure-4**. The said CHECK MEMO should be properly maintained by you.

CHAPTER - 2

FORMATION OF POLLING PARTY AND TRAININGS

1 PollingParty:

- 1.1 At an election to a Municipal Corporation of Delhi, your party will consist of yourself and three or four Polling Officers. While appointing the polling party, your Returning Officer will authorize one of the Polling Officers in your party to perform the duties of Presiding Officer in case you are to be unavoidably absent from the pollingstation.
- 1.2 At a single election, where the number of voters allotted to a polling station is thousand or less, the polling party will normally consist of one Presiding Officer and three polling officers and where the number of voters exceeds one thousand, the party will consist of a Presiding Officer and four PollingOfficers.

Contact with the other members of the polling party.

- 1.3 Ascertain as soon as it is practicable, who the other members of your polling party are going to be. It is necessary for you to have the residential addresses of all the Polling Officers appointed to work under you. You should go over with them as frequently as possible and explain to them, the part to be taken at the poll by each member of the party. Unless there is team work, your task as Presiding Officer will be more difficult.

2 Pollingtrainings

- 2.1 The Returning Officer will arrange training classes for you and the Polling Officers. Attend all such training classes. These classes will help you acquaint yourself with the operation of voting machine and for obtaining a clear idea of the polling procedure to be followed at the polling station and understand the provisions of the law. Ensure that at the training classes you are provided with a copy of the Handbook for Presiding Officers published by the State Election Commission explaining the detailed procedure to be followed at the polling stations, where voting machines are to be used. (Returning Officers have separately been directed to do so in the Handbook for Returning Officers.) You will also be given an Identity Card, which should be displayed on your body.
- 2.2 You must take with you the Polling Officer authorised to perform your duties in your unavoidable absence to these rehearsals. It is absolutely necessary that you and such authorised Polling Officer should do the various operations on the voting machine yourself/himself personally and should not be content with simply watching the demonstration. Both of you should also familiarise yourselves with the fixing of the yellow paper seals, special tag, strip seal and address tags, etc. Ensure that you and the Polling Officer accompanying you for the training classes do not fiddle with the machine unnecessarily.

- 2.3 You should also prepare a sample Account of Votes Recorded and paper seal account in Form 11C.
- 2.4 Do not take the training classes/rehearsals lightly. Even if you had worked as Presiding Officer or Polling Officer in some earlier election, where voting machines were used, you must attend all the training classes/rehearsals, as during the training classes/rehearsals you may come to know some new facts/instructions/provisions of law. The election law and procedure are being amended from time to time and it is necessary that you keep yourself abreast about the latest provisions of law, rules, instructions etc. Further, it is always necessary to refresh your memory even if there is no change in the law and procedure. By the last of the training classes you should be thorough in the operation of the Electronic Voting Machines, fixing of yellow paper seal, special tag, strip seal and all sealing procedure.

3 Application for Postal Ballot Paper

- 3.1 You and your Polling Officer may be electors in the same Ward in which you are posted on duty or in some other Ward. The Returning Officer will Issue the order of appointment appointing you as Presiding Officer in duplicate and along with this order the Returning Officer will send you sufficient number of Form 13 and 13A to enable you and the Polling Officers to apply for Postal Ballot Papers and Election Duty Certificates. If any one of you is an elector in the same Ward, you can apply for an Election Duty Certificate in Form 13A to the Returning Officer. For an official, who is an elector from a Ward other than the one where one is posted on election duty, he will have to apply for a postal ballot paper in Form 13. In either case you have to send the application form immediately along with the duplicate copy of the order of appointment as otherwise there may not be enough time to receive the Election Duty Certificate/Postal Ballot Paper. Instructions have been issued that the procedure of postal ballot voting should be explained in the training classes. It may be noted that once a postal ballot is issued to you, you can vote only through postal ballot, even if you are not actually deployed for election duty for any reason.

Application from voters on election duty for permission to vote by postal ballot are required by law to be made at least seven days or such shorter period as the Returning Officer may allow before the day of poll or the first day of the poll in the ward.

- 3.2 Spare copies of Forms 13 and 13A will be available at the Training Centre(s). Please note that you have to apply for Postal Ballot Paper, to the Returning Officer of the ward in which you have been enrolled as a voter and not to the Returning Officer under whom you have been posted as Presiding/ Polling Officer as the Returning Officer has to ensure that you have been deployed on Election duty and that you are also registered as elector in the electoral roll being utilized for the election. Obligation of furnishing correct particulars in Forms 13 and 13A lies upon you and if wrong or incomplete particulars are furnished the postal ballot paper/ Election Duty Certificate will not be issued.

- 3.3 As per provision of sub-rule (2) of rule 68 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) for voters on election duty the declaration in Form 14-A can be attested by, a stipendiary magistrate or a Gazetted Officer to whom he is personally known or to whose satisfaction he has been identified.
- 3.4 It is advisable to apply for postal ballot papers immediately after coming to know about your appointment on election duty without waiting for information about place of duty to apply.

CHAPTER - 3

COLLECTION OF VOTING MACHINE AND POLLING MATERIALS

1. Polling materials

On the day previous to the day of poll or on the day of departure for the polling station, you will be supplied with all the election materials, a list of which is set out in **Annexure 5**. Before leaving for your polling station, make sure that you have received all the items.

2. Checking of voting machine:

Check, in particular, the following:

- (1) That the control unit and the ballot unit(s) of the voting machine given to you are the same which are meant for use at your polling station. This shall be checked with reference to the address tags attached to the said units as the number and name of the polling station shall be indicated by the Returning Officer on each of those address tags.

The address tag for control unit will contain the following particulars:

"General Election to North/South/East Delhi Municipal Corporation" From Ward No.
Sl. No. and Name of the Polling Station.....
Sl. No. of the Control Unit
Date of Poll

The address tag for ballot unit will contain the following particulars:

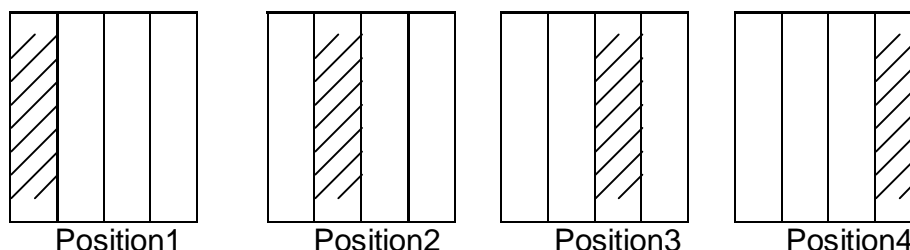
"General Election to North/South/East Delhi Municipal Corporation" From Ward No.
Sl. No. and Name of the Polling Station.....
Sl. No. of the Ballot Unit
Date of Poll.....

- (2) That the 'Cand Set Section' of control unit is duly sealed and the address tag is firmly attached thereto.
- (3) That the battery installed in the 'Cand Set Section' of the control unit is fully operational. This may be checked by putting the Power Switch provided in the rear compartment to 'ON' position. **After the said checking, the power switch must be put to 'OFF' position.**

- (4) That you have been supplied with the requisite number of ballot units and the ballot papers are duly fixed under the Ballot Paper Screen in each of them. The number of ballot units to be supplied to you will be dependent upon the number of contesting candidates in your Ward. If the number of contesting candidates is between 2 and 16, only one ballot unit will be supplied and the slide switch seen through the window at the right side top of the ballot unit will have been set by the returning officer at position '1'. If the number of contesting candidates is between 17 and 32, you will be supplied with two ballot units. On the first ballot unit in which the abovementioned slide switch will be set to position '1' the ballot paper will contain the name of the candidates at Sl. Nos. , 1 to 16 in the list of contesting candidates. The second ballot unit will display the second sheet of the ballot paper containing the name of contesting candidates from 17 onwards (and upto 32) and the slide switch in that unit will be set to the position '2'. Likewise, three ballot units will be supplied if the number of contesting candidates is between 33 and 48 and there will be four such units if the number of candidates exceeds 48 and is upto 64. in the third ballot unit the ballot paper will contain the names of candidates from Sl. Nos. 33 onwards (upto 48) and its slide switch will be set to the position '3'. The fourth ballot unit will display on the ballot paper fixed therein in the names of candidates from serial No. 49 onwards (upto 64) and its slide switch will show the position '4'. **Ensure that the "slide switch(s)" on the ballot units(s) has/have been secured with the help of transparent cellotape.**

The slide switch has markings 1, 2, 3 and 4. The switch should be kept in the position '1' , '2' , '3' or '4' as explained above. The position of the switch can be seen through the small window at the right side top of the ballot unit.

The position of the slide switch in the upgraded model will be seen as shown below :-



If you find any discrepancy in the fixing of the slide switch, Immediately bring it to the notice of Sector Officer/Returning Officer. But in any case you or your polling officers should not fiddle with the slideswitch.

- (5) That the ballot papers and slide switches on each of the ballot Units have been correctly fixed/set as explained in the preceding

items. it must also be ensured that the ballot papers as fixed on the ballot units are properly aligned and that the name and symbol of each candidate is in line with his corresponding lamp and button and the thick line dividing the panels of candidates on the ballot paper are in line with the corresponding grooves on the ballot unit.

- (6) That the candidates' blue buttons which have been unmasked and are visible on the ballot units are equal to the number of contesting candidates, and that the remaining buttons, if any, have been masked.
- (7) That each of the ballot units is duly sealed and secured at two places, i.e. at right top and right bottom portions, with the seals of the Returning Officer, and that the address tags are firmly attached thereto.

3. Checking of Polling materials

Check also-

- (1) that 2 bigger phials of 10 cc of indelible ink have been provided in the kit and there is sufficient quantity of ink in each of the two phials supplied to you since now the ink has to be put on the left hand forefinger as a line from the top of the nail to the bottom of first joint of the finger and that the stamp pads are not dry; **(See Annexure-18).**
- (2) that all the three copies (in the case of simultaneous poll five copies) of the relevant part of the electoral roll are complete and identical in every respect and, in particular, that-
 - (a) the relevant part given to you pertains to the area for which the polling station has been set up and that it is complete in all respects along with the supplements, in every copy;
 - (b) all deletions of names and corrections of clerical or other errors as per the supplement have been duly incorporated in all the copies;
 - (c) all the pages in each working copy of the roll have been serially numbered from No. 1 onwards.
 - (d) the printed serial numbers of the voters are not corrected with ink or otherwise and no new numbers are substituted for them;
 - (e) the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors, who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers (such as 'PB' 'CSV' and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication, have been reflected in the reprinted mother roll by strike through method in the electoral roll of

eight columns without photograph, and with the work "D E L E T E D" superimposed on the concerned elector detail box in case of photo electoral roll or carrying out corrections or inserting the unique Nos. of the EPICs issued upto the time of reprinting, and that while doing so no other entry is either or altered or omitted.

- (f) the electoral roll is duly signed by one of the AEROs and one more official.
- (g) A certificate signed in ink by the RO/ARO in the following format has been attached on the top of one copy of the roll to be used as Marked copy:-

Certificate

(where the roll is reprinted to reflected deletion and corrections in the supplement no.1&2)

This to certify that the electoral roll of part no.of Assembly Constituency covered in..... (No. & Name of the Ward) reprinted after reflecting the deletion an correction shown in supplement Nos. 1 & 2 has been thoroughly compared and no discrepancy has been found. Therearetotal_____ number of pages (from 1 to_____)

Signature & seal of
The Returning Officer/Asstt. Returning Officer

Dated:

OR

Certificate

(Where discrepancies are noticed in the reprinted roll on comparison with the finally published roll and the roll finally published and Supplement No.2 of continuous updating is used for Preparing working/marked copies instead of the reprintingroll.)

This to certify that the electoral roll of part No.of Assembly Constituency covered in..... (No. & Name of the Ward) is prepared using the finally published roll and the supplement No.2 thereof. There are totalnumbers of pages (From1to_____). This is the authentic copy of the electoral roll and in case of any discrepancy, whatsoever, this roll shallprevail.

Signature & seal of
The Returning Office/Asstt. Returning Officer

Dated:

- (3) that alongwith the marked copy of the electoral roll the list of absentee, shifted voters, if any, have been given to you to facilitate the working at the polling station to identify theelectors.
- (4) that the tendered ballot papers supplied to you are for the same Ward in which the polling station assigned to you is situated and that they are not defective in any respect. You should also check that their serial numbers tally with the details supplied toyou.
- (5) If you find any voting machine or any polling material defective in any respect, you must immediately bring such defect to the notice of the officer in-charge of distribution of voting machines/polling materials or the Returning Officer for necessary remedialaction.
- (6) Check also that photocopies of specimen signatures of the contesting candidates and their election agents are also given to you. This will help you in verifying genuineness of the signature of the candidate/his election agent in the appointment letter of polling agent(s) at the pollingstation.

CHAPTER - 4

SET UP OF POLLING STATIONS

1. Itinerary

Have a clear idea of the routes and timings that you have to follow to reach your station or stations. Details of the itinerary including the means of transport for yourself and for the other members belonging to your party will be supplied to you in advance.

2. Arrival at the Polling Station

You should be at the polling station with your party at least 2 hours before the time at which the poll is due to commence. In case you are not in a position to reach the polling station on the day poll in time as mentioned above, you can reach the polling station on the day previous to the day of poll and sleep at the polling station itself. In such case beware that you do not open the Electronic Voting Machine. Further you should not accept the hospitality of the local people. In any case follow the instruction of the Sector Officer/Returning Officer in this regard strictly.

3. Absence of Polling Officer

If any Polling Officer appointed for your polling station is absent from the polling station, ask the Returning Officer/Sector Officer to provide you another Official out of "Reserve Staff" immediately.

4. Delegation of duties of Presiding Officer

- 4.1 If you yourself have to be absent from the polling station on account of illness or other unavoidable reason, the Polling Officer, previously authorized in this behalf by the Returning Officer will act in your place.
- 4.2 You may also delegate any of your functions in the polling station to any Polling Officer working with you at the polling station. Such delegation, however, does not relieve you of your own responsibility as you are overall in-charge of the entire polling station in any case.

5. Set up of Polling Stations

- 5.1 On your arrival at the place where the polling station is to be set up, inspect the building proposed for the purpose and plan the set up. If the polling station has already been set up, inspect the polling station itself. (Diagrams of model polling stations showing the layouts when the polling party consist of 3 Polling Officers at a single election, is set out in **Annexure-6**). It is open to you to make minor

modifications in the actual set up of the polling station, if considered necessary; but make sure that –

- (a) there is enough space for the voters to wait outside the polling station;
- (b) there is separate waiting space for men and women as far as practicable;
- (c) there is separate entrance and exit for voters.
- (d) even if there is only one door to the room housing the polling station, separate entrance and exit can be provided with the help of bamboos and ropes in the middle of the doorway. Make sure that the inside of the voting compartment is sufficiently lighted. If necessary, arrange for a suitable light to be provided for each compartment.
- (e) there is easy flow of voters from the time they enter the polling station till the time they leave it and there is no criss-cross movement within the polling station;
- (f) the polling agents are seated in such a way that they can see the face of an elector as and when he enters the polling station and is identified by the first Polling Officer so that they can challenge the identity of the elector, if need be. They should also be able to see the entire operation at the Presiding Officer's table/the table of third Polling Officer, where the control unit is kept and also see the movement of the elector from the Presiding Officer's table/the table of third Polling Officer, as the case may be, to the voting compartment and his exit from the polling station after recording his vote. But they should not in any event be seated in a place where they have the chance of seeing the ballot unit and the voter actually recording his vote by pressing particular button;
- (g) the seating arrangement of all the Polling Officers should also be such that they are not in a position to see the voter actually recording his vote by pressing particular button;
- (h) the voting compartment should be located at sufficient distance from the table where the control unit shall be kept. The interconnecting cable between the ballot unit and the control unit has a length of approximately five metres. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has not been placed near the window/door. It must be placed away from the window/door.

VOTING COMPARTMENT – SAMPLE DRAWING

- (i) Voters have to vote in secrecy and for this purpose, the ballot units are required to be kept in voting compartments. A sample drawing of the voting compartment may be seen at **Annexure 6**. Voting compartment has three sides covered. The ballot unit is to be placed inside the voting compartment on a table. The ballot unit is to be placed in such a way that voters do not find any difficulty in recording their votes. The voting compartment should be located at sufficient distance from the table where the control unit shall be kept and operated. The interconnecting cable between the ballot unit and the control unit has a length of approximately five metres and is permanently attached to the ballot unit. The cable should be so routed that it does not obstruct the movement of voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. It has to come out from the back portion of the voting compartment through an aperture cut out at the bottom of back portion of the voting compartment. This aperture should be wide enough so that the portion of the ballot unit, through which the cable comes out, is visible from outside. This is necessary to keep a watch that no voter tries to tamper with or damage the cable while inside the voting compartment. **However, this aperture in the voting compartment should also not be so wide as to violate the secrecy of voting.** While placing the EVM in the voting compartment, it must be ensured without fail that secrecy of voting is not violated. For this purpose, it must be ensured that it is not near the window or the door of the polling station. It must be ensured that the voting compartment has been made only of cardboard and is of the dimension 21"X21"X21" and has been placed away from the window/door.
- 5.2 If sufficiently large number of 'pardanashin' (burqa-clad) women electors are assigned to your polling station, you should make special arrangements for their identification and application of indelible ink on the left forefinger by a lady polling officer in a separate enclosure having due regard to privacy, dignity and decency. For such special enclosure you may use locally available but absolutely inexpensive devices and using local ingenuity, such as use of charpoys or cloth such as bedspreads.
- 5.3 If more polling stations than one are located in the same building, you should satisfy yourself that necessary arrangements have been made for segregating the voters and making them wait in different parts of the space in front of each polling station without causing confusion.
- 5.4 If the polling station is located in a private building/private institution, the building and the area around it up to a radius of one hundred metres should be under your control. No person (chowkidar/guard or anybody else) connected with the owner, whether armed or unarmed, should be allowed to remain either at the polling station or within a radius of two hundred meters around it. The security arrangements at the polling station and within the above area will be entirely the responsibility of the police under your control.

- 5.5 No photos of leaders or symbols of any political party or slogans having a bearing on elections should be exhibited and if they are already there, you should take steps to remove them and keep them away, till the poll is over.
- 5.6 No cooking or lighting of fire for any purpose should be allowed inside the polling station during the day of the poll.

6.1 Arrangements at the polling stations:-

- (1) Out-side each polling station there shall be displayed prominently—
 - (a) a notice specifying the polling area, the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and
 - (b) a copy of the list of contesting candidates in Form 7.
 - (2) At each polling station there shall be set up one voting compartment in which the electors can record their votes free from observation.
 - (3) The returning officer shall provide at each polling station such number of voting machines so as to accommodate and exhibit required particulars of all the contesting candidates of a ward and copies of relevant part of the electoral roll and such other election material as may be necessary for taking the poll. In case more than one machine are provided at a polling station, they shall be connected with each other so as to form it a single balloting unit at that polling station.
 - (4) Without prejudice to the provisions of sub-rule (3), the returning officer, may, with the previous approval of the Commission, provide one common voting machine for two or more polling stations located in the same premises.
- 6.2** The language of the notice should be the same as for the list of contesting candidates and the order of the names should also be the same as in the list of contesting candidate.

CHAPTER - 5

ASSIGNMENT OF DUTIES TO POLLING OFFICERS

1. Voting procedure in polling station and duties of PollingOfficers

It is important that for efficient and smooth conduct of poll at your polling station, you should be thoroughly conversant with the procedure that is to be followed from the time an elector comes into the polling station and till he leaves it after casting his vote. Such voting procedure and the duties which each Polling Officer has to perform are explained in detail in subsequent chapters. However, a broad distribution of duties among the Polling Officers is indicated below.

2. Duties of Polling Officers at single election when polling party consists of one Presiding Officer and three PollingOfficers.

2.1 First PollingOfficer

1. On entering the polling station the elector will proceed direct to the First Polling Officer who will be in-charge of the marked copy of the electoral roll and responsible for identification of the electors. Usually each voter comes in with an unofficial identify slip which he has received from a candidate. The slip should be on plain white paper and may contain the name of the elector, his serial number in electoral roll, the number of the electoral roll part and the number and name of the polling station where is to cast his vote. The slip should not contain the name of the candidate and/or the name of his party and/or facsimile of symbol allotted to him. If the voter does not have any such identity slip, the Polling Officer will himself ascertain his name, house number etc., and will then locate his name from the electoral roll kept by him. The elector should not be compelled to bring an identity slip, nor should he be turned away solely because he has not brought such a slip. The Polling Officer should not treat the identity slip brought by an elector as a conducive proof of his identity. The procedure in this regard has been explained in Chapter15.
2. In case no identity slip is brought by the elector, the first polling officer will himself locate the name of the elector in the electoral roll and after checking it with particulars in the relevant entry in the roll, will call out loudly the page number, the part number, the serial number and the name of the elector to the hearing of the polling agents and the second polling officer.
3. In case an elector brings an identity slip, his identity is to be established under the procedure as explained in Chapter 15. Thereafter the identity slip brought by the elector should be torn into pieces and put in the Waste Paper Basketsupplied.

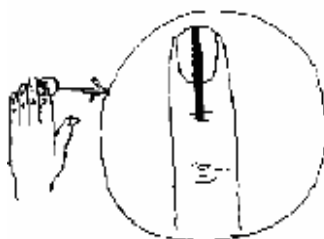
4. As for the ensuing election to Delhi Municipal Corporation, the photo electoral rolls (PER) will be used, each page of the electoral roll contains 3 or 4 columns of boxes, each box containing details relating to individual electors. Underlining the entries as was done in the past, is not considered convenient in the case of PER wards. Therefore, the Commission directs that in the case of PER, when an elector is allowed to cast vote at the polling station, a line will be drawn, in red ink, diagonally across the box containing the particulars pertaining to that elector in the marked copy of the PER. Further, for easy verification and calculation of number of male and female voters, the serial number of the voter will be rounded off in the case of female voters.

N.B:- At the end of the day's polling he should count the number of men and women voters who have voted and record the result in the Presiding Officer's diary. One easy method of doing this would be to write down all the serial numbers from 1 to 200 or 300 on two separate sheets of paper before the commencement of the poll. One such sheet may be used for recording the number of men voters and the other for women voters. The serial number on the relevant number sheet should be struck off in consecutive order, according to the sex of the voter as and when they come to vote. This will also help in ascertaining instantly the total number of men and women voters who have voted up to a particular hour.

5. The voter will then move to the Second Polling Officer.

3.1 Second Polling Officer

The second Polling Officer will be in charge of indelible ink. After the elector has been identified by the first Polling Officer, the second Polling Officer will inspect the elector's left hand forefinger to see that it does not bear any sign or trace of indelible ink and then put a mark with the indelible ink on the voter's left hand forefinger. The indelible ink will be applied on voter's left hand forefinger as a line from the top end of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below:-



“Instructions of the State Election Commission of N.C.T of Delhi in this context are also attached as Annexure-18.”

3.2 The second polling officer will also be in-charge of the register of voters in form 11A. He will be responsible for maintaining in that register the proper account of electors whose identity has been established and who vote at the polling station. He will obtain the signature or thumb impression of each elector in that register before the elector is allowed to vote. The second polling officer will also issue a voter's slip to each elector after he has entered his (elector's) particulars in the register of voters in accordance with the procedure described in Chapter 16. It should be ensured that sufficient time has elapsed after the indelible ink mark was put so that the mark dries up by the time he leaves the polling station. For this purpose, only after the mark of indelible ink is applied, signature/thumb impression may be obtained in the register of voters. It should be ensured that the indelible ink mark has dried up and a clear line of indelible ink has been marked on the forefinger before the voter leaves the polling station.

3.3 At the time of fresh poll/countermanded poll/repoll, the marking with indelible ink made at the original poll should be ignored and Fresh marking with indelible ink should be put at the root of the nail of the voter's left middle finger in such a way that a portion of the ink also spreads on the ridge between the skin and the root of the nail and a clear mark is left.

4. Third Polling Officer

4.1 The third Polling Officer will be in-charge of the control unit of the voting machine. He will be seated on the same table where the Second Polling Officer sits. The third Polling Officer will allow the elector to proceed to the voting compartment only on the basis of the voter's slip issued by the second Polling Officer and strictly in accordance with the serial number indicated in that slip. He will activate the Ballot Unit(s) kept in the voting compartment by pressing the 'Ballot' button on the control unit as explained in detail in Chapter 17. Before allowing the elector to proceed to the voting compartment, he will also check and ensure that the elector's left hand forefinger still bears a clear indelible ink mark. (If the indelible ink mark is found removed, the mark may again be made on the forefinger).

4.2 Where the number of electors assigned to a polling station is small, the duties of the third Polling Officer can be performed by the Presiding Officer himself, thus making a further economy in the formation of Polling Parties.

5. The Presiding Officer is over all in-charge of the polling station. His duties are, in brief, to—

- a. Place the Ballot Units in their respective voting compartments. In no case the Ballot Unit or the Control Unit be placed on the floor. It must be kept on a table;
- b. Connect the Ballot Units with their respective control units;

- c. Switch on the power;
- d. Demonstrate before the hour fixed for actual commencement of the poll to the candidates/agents present that the voting machines are **clear** and do not contain any votes;
- e. Conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition;
- f. Clear the mock poll result;
- g. Prepare the Certificate of mock poll; (Certificate of mock poll is at **(ANNEXURE 14)**)
- h. You should be clear that according to the Commission's instructions, if there is no mock poll at a polling station, there shall be no poll at that polling station
- i. Ensure that the cables to connect the Ballot Units with their respective control units are placed in such a way that the cable is visible to everyone while also ensuring that the voters are not required to cross over them during their movements inside the polling station and the entire length of the connecting cable is visible to all and not hidden. It should also be ensured that the cable does not hang loose under the voting compartment;
- j. Ensure that all the members of the polling party are in position well before the commencement of the poll and all materials and records are kept handy and ready to commence poll at the appointed hour;
- k. Prevent any member of the polling party or any polling agent from wandering here or there inside the polling station and to keep them seated in their allocated seats;

- l. Commence the actual poll at the stroke of the hour fixed for commencement of poll;
- m. Keep, during the progress of poll, a close watch on the movements of the voters and to be alert and watchful so that no voter goes away without voting;
- n. Ensure that during the first hour of the poll when polling is generally brisk, no member of the polling party shows any slackness in the duties allocated to him;
- o. Check the total votes cast periodically on both the control units and also to ensure that voters have voted according to their serial numbers given on the voter's slip;
- p. At regular intervals check the ballot unit to ensure that the voter has not tampered with it in any manner. The voter already in queue at the time fixed for close of poll will be allowed to vote.

6. CLOSING THE POLL

- 6.1 The Presiding Officer shall close the polling station at the hour fixed in that behalf under rule 34 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) and shall not thereafter admit any elector into the polling station;

Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

If any question arises whether an elector was present at the polling station before it was closed, it shall be decided by the presiding officer and his decision shall be final.

- 62 The Presiding Officer should ensure that the poll is duly closed at the end of the polling hour as per the prescribed voting procedures. After the last voter has voted as per the above procedure, he must press the '**CLOSE**' button on the control units. After prescribed forms have been carefully and duly filled, he must disconnect the Ballot Units from the control units and seal them in their respective carrying cases. In the case of simultaneous election, the papers should be prepared and sealed separately.
- 63 **Presiding Officer should ensure that all the sealed Units and election records are duly handed over to the Returning Officer, at the reception centre, as per the prescribed procedure.**

CHAPTER - 6

REGULATION OF ENTRY INTO AND SEATING ARRANGEMENTS IN THE POLLING STATION

- 1.1 **Admission to polling stations** :- The presiding officer shall regulate the number of electors, to be admitted at any one time inside the polling station and shall exclude there from all persons other than—
- (a) Polling officers;
 - (b) public servants on duty in connection with election;
 - (c) persons authorized by the Commission;
 - (d) candidates, their election agent and subject to the provisions of rule 27, one polling agent of each candidate;
 - (e) a child in arms accompanying an elector;
 - (f) a person accompanying a blind or infirm elector who cannot move without help; and
 - (g) such other person as the returning officer or the presiding officer may employ under sub-rule (2) of rule 46 or sub-rule (1) rule 47 (**Annexure-1**).
- 1.2 The Returning Officers have been asked to issue identity cards to the contesting candidates bearing their photographs. In case a necessity arises, you may ask for its production when they visit the polling station. Similarly, the election agents of the candidates can be asked to produce the duplicate copy of their appointment letter, which is attested by the Returning Officer and also bears the photograph of the election agent.
- 1.3 You should note that the term *“Public servant on duty in connection with election”* does not normally include police officers. Such officers, whether in uniform or in plain clothes, should not, as a general rule, be allowed to enter inside the polling booth. You may, however, call them in occasionally for the maintenance of law and order or some similar purpose, whenever the necessity arises. Their presence in the polling booth without any compelling reason has on occasions given rise to complaints by some candidates or parties who have alleged that their agents had been overawed by unnecessary show of force.
- 1.4 Similarly, security personnel, if any, accompanying an elector or candidate or his election agent or polling agent should also not be allowed to enter the polling station.

- 1.5 You should also note that the above expression, "*Public servant on duty in connection with election*" does not also include the Ministers, State Ministers and Deputy Ministers of the Union and the States. The Ministers, State Ministers and Deputy Ministers of the Union and the States, who have been given security cover at the State expense are not allowed to function as polling agents, as they can neither be allowed to enter the polling station alongwith their security personnel nor their lives can be put to risk by allowing them to enter the polling station without any security cover. As per standing instructions, the Security personnel accompanying Ministers or political functionaries, who enter the polling station in their capacity as candidates for elections, shall not be allowed entry inside the polling station. They can wait standing at the door of the polling station, but shall not, in any circumstances do any act amounting to interfere in the conduct of poll.
- 1.6 Entry of persons should be strictly regulated as detailed above, otherwise, the smooth and orderly conduct of poll may be vitiated. You should allow only three or four electors to enter the polling station at a time.
- 1.7 If you have a reasonable doubt about the presence of any person, about whose credentials you have a reasonable suspicion, in the polling booth, you can have him searched, if necessary, even though the person concerned may be in possession of a valid authority letter to enter the polling booth.
- 1.8 In the performance of your duties, you are only bound by the instructions of the Election Commission. You are not to take orders from or show any favour to your official superiors or political leaders including Ministers. Even in the matter of requests for entry into the polling booth from these, you should allow them only if they are in possession of a valid authority letter issued by the Election Commission.
- 1.9 A village officer or other officer or a woman attendant, who has been employed by you for helping you in the identification of electors or to assist you otherwise in taking the poll, should normally, be seated outside the entrance of the polling station. He/she should be admitted into the polling station only when he/she is required for identification of a particular elector or for assisting you for a particular purpose in connection with the taking of the poll. No one inside the polling station should be allowed to influence or try to influence the electors by words or gestures to vote in a particular way.

2. Production of appointment letters by polling agents.

- 2.1 Every polling agent must produce before you the appointment letter in Form 8-B by which the candidate or his election agent has appointed him. Check that the appointment is for your polling station. The polling agent should then complete the document and sign the declaration therein in your presence and then deliver it to you before he can be admitted into the polling station. Preserve all such appointment letters and at the end of the poll send them in a cover to the Returning Officer along with other documents.

- 2.2 In case of any doubt about the genuineness of the appointment letter in the said Form 8-B of any polling agent presented before you, you should compare the specimen signature of the candidate/his election agent with their specimen signatures as provided by the Returning Officer.

3. Attendance of polling agents

- 3.1 The polling agents of the candidates should be asked to reach the polling station at least one hour before commencement of poll, so that they are present when you are going through the preliminaries. If any part of these preliminaries has already been gone through and missed by any latecomer, the proceedings need not be commenced de novo (from the very beginning) to accommodate any latecomer.
- 3.2 The law does not specify any time limit for the appointment of polling agents and even if a polling agent turns up late at a polling station, he should be allowed to participate in the further proceedings at the polling station.

4. Passes for polling agents

Each candidate can appoint one polling agent and two relief polling Agents at each polling station. However, only one polling agent of a Candidate should be allowed inside the polling station at any given point of time. **Give every polling agent, who is admitted into the polling station, a Permit or entry pass on the authority of which he can come in and go out of the polling station as may be necessary.**

However it should be ensured that the polling agents do not take the copy of the electoral roll outside the polling station. **Further, during the last one hour of the poll, no polling agent shall be allowed to go outside or leave the polling station.** As per the standing instructions of the commission, polling agents shall not be allowed to take cellular phones, cordless phones, wireless sets etc., in any case inside the polling stations.

5. Seating Arrangement of polling agents in the polling station

- 5.1 The set up of polling station should be made in such a way that the **polling agents are seated inside the polling stations** so that they may see the face of an elector as and when he enters the polling station so that they can challenge the identity of the elector, if needed. **They should also be able to watch entire operation inside the polling station including his/her movement to the voting compartment and his/her exit for the polling station after recording his/her vote.** But they should not, in any event, be seated in a place where they have the chance of seeing voter actually recording his/her vote which would compromise secrecy of voting. For this purpose it will be preferable if you give the polling agents seats closely behind the Polling Officer in-charge of marked copy of the electoral roll. Wherever this is not practicable because of the situation of the door for entrance, they may be given seat just opposite the polling officers.

- 5.2 In case of a polling station, which has very small & insufficient space or where the respective Wards is having abnormally large number of contesting candidates warranting the presence of a large number of polling agents, in such cases where polling agents can not be accommodated, Observer(s) shall be consulted for appropriate advice and consent of the Observer(s) shall be obtained.
- 5.3 According to the latest instructions of the Election Commission of India, the seating order at the polling station for the polling agents of candidates shall be guided by the following categories of priorities,namely:-
- (i) Candidates of recognized National Parties;
 - (ii) Candidates of recognized StateParties;
 - (iv) Candidates of Registered Unrecognized Parties;and
 - (v) Independent Candidates

6. Smoking prohibited inside pollingstation

No smoking is allowed inside the polling station. You must, therefore, ensure that nobody smokes inside your polling station. If any of the polling agents desires to smoke, he may be asked to go out of the polling station without causing any dislocation to the polling.

7. Facilities to press representatives and photographers and videography at the polling station

- 7.1 Subject to the maintenance of peace and order there is no objection to any photographer taking photographs of a crowd of voters lining up outside the pollingstation.
- 7.2 The Returning Officer is not empowered to authorize any person who is not an elector or who is not required to assist you in taking the poll, to enter a polling station. Any such person including publicity officials of the State Government should not be allowed inside a Polling Station without a letter of authority from the Commission. In no circumstances will any photograph be allowed to be taken of a voter balloting on EVM or marking his Tendered ballotpaper.

8. Facilities to Observers appointed byCommission

- 8.1 The Commission is now generally appointing its observers at elections. They are statutory authorities appointed by the Commission under Section 7 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) as amended by Delhi Municipal Corporation (Amendment) Act, 2011 read with Rule 4 of the Delhi Municipal Corporation (Amendment) Act, 2011(**Annexure-2**).

- 8.2 During the day of poll, an observer might visit your polling station. It is quite possible that he may start his round of the constituency with the visit to your polling station and may be present there when you are going through the preliminaries before the commencement of poll. You expected to show him due courtesy and regard when he visits your polling station and should furnish him with such information as he may require from you for the purpose of his report to the Commission. You should also make available to the Observer additional information, which you may be having with you over and above routine information. You are also expected to make available to the Observer the list of **Absentee**, **Shifted** and **Duplicate** voter (ASD list) at the polling station. The Observers have already been briefed and directed that they will only observe the poll being taken at your polling station, but will not give you any direction. If, however, he makes any suggestion with a view to providing more convenience to electors or making the poll process at your polling station smoother, you should give due consideration to such suggestion. At the same time, in case, you are facing any particular problem or feeling any difficulty at your polling station, you are at liberty to bring it to his notice, as he might be of help to you in solving that problem or removing that difficulty by bringing the matter to the notice of the Returning Officer or any other concerned authorities for necessary remedial action.
- 8.3 The Observers will be wearing badges issued by the Commission on their person and will also be carrying appointment letters and authority letters issued by the Commission. The observers should be requested to sign the 'Visit Sheet', which shall be given to you stapled alongwith the Presiding Officer's Diary. You shall deposit the same after the end of the poll alongwith the Presiding Officer's Diary.
- 8.4 As it is sometimes not possible for the general observer to visit each and every polling station in the constituency allotted to him or to be present at a polling station for full time, the Commission has consciously decided recently to manage the elections at the polling stations with the help of micromanagement by deploying micro-observers wherever necessary to strengthen the system of observation,. These micro-observers would directly be working under the control and supervision of the general observer. The micro-observers are expected to reach the polling station one hour before the commencement of the poll, i.e., at 7 O'clock in the morning and remain deployed at the polling station throughout the day. He has to assess the preparedness for the poll and during the poll day he would regularly note down the important points on the pre-printed Proforma, but in no case the micro-observer will act as Presiding Officer or the Polling Officer or give any directions to them. His task is to observe that election process is being carried out in a free and fair manner and there is no vitiation of any kind. In multi-polling station buildings each location will have one micro-observer instead of one micro-observer per polling station. The micro-observer can oscillate between and visit the polling stations within the same campus at frequent intervals. General Observers will be in close touch with them for their requirements of micro-observers relating to their constituencies. Each micro-observer shall have a photo-pass and identity card issued by the DEO to ensure his access to the pollingstations.

In the process of observation on the day of the poll, the micro-observer should specially observe: -

- a) Mock Poll Procedures
- b) Presence of Polling Agents and observance of ECI instructions with regard to them
- c) The observance of entry pass system and access to Polling Station
- d) Proper identification of electors in accordance with ECI guidelines
- e) Procedure to be followed in the case of Absentee, Shifted and Duplicate voter (ASD list)
- f) Application of indelible ink,
- g) Noting down particulars of electors in register 11-A,
- h) Secrecy of voting,
- i) Conduct of polling agents, their complaints, if any, etc.

During the poll, if the micro-observer feels that the poll is being vitiated for any reason, he will immediately bring it to the notice of General observer through whatever means of communication is available, for example, phone or wireless or any other means. After the poll process is over, the micro-observer will report to the Observer at the collection center and hand over his envelop containing the report for the day personally to the Observer and brief him/her on any thing of importance that had happened during the day. Observers will go through the report and if any further clarification is required then he should arrange for the micro-observer to be called for ascertaining those further details. These reports along with the scrutiny of the Register 11-A will be taken into consideration for taking a decision on repoll or disciplinary action against any delinquent polling staff.

9. Additional Information Report on 16 points to be submitted to the Election Observer/Returning Officer

The Presiding Officer will prepare an additional 16-Point report in the prescribed format about the polling and other incidents/happenings at the polling station till the close of poll and will submit this report to the Election Observer/Returning Officer. This 16-Point report will also have to be deposited by you along with other documents at the collection centre. (Prescribed proforma for the 16-Point Report is at Annexure 13). **Remember that if you fail to deposit this 16-Point Report along with other documents at the collection centre, you will not be relieved of your duties as Presiding Officer at the polling station.**

10 . Wearing of badges, etc., inside polling station

- 10.1 No person should be allowed within the polling station or within 100 metres thereof to wear badges, emblems, etc., bearing the names of candidates or political leaders and/or their symbols or pictorial representation thereof, as it may amount to campaigning for a contesting candidate.
- 10.2 The polling agents may, however, display on their person a badge showing the name of the candidate whose agents they are for the purpose of their immediate identification.

CHAPTER - 7

SETTING UP OF VOTING MACHINE BEFORE COMMENCEMENT OF POLL

1. Preliminaries beforepoll

- 1.1 The Returning Officer prepares the voting machine in his office before sending it to your polling station, by setting the Control Unit of the machine for a particular number of candidates contesting the election from that particular Ward. Before a voting machine is put in actual use at the polling station, some preparations, in addition to the preparations made at the Returning officer's level, are necessary at the polling station. These preparations have to be done by the Presiding Officer in the presence of the contesting candidates/their agents before the commencement ofpoll.
- 1.2 You should start these preliminary preparations at least about one hour before the time fixed for the commencement of poll, so that the preparations are over by the time fixed for commencement of the poll. If any polling agent is not present, the preparations should not be postponed so as to await the arrival of the polling agent. Nor should you start the preparations again if any polling agent turns up late.

2. Preparations on the BallotUnit

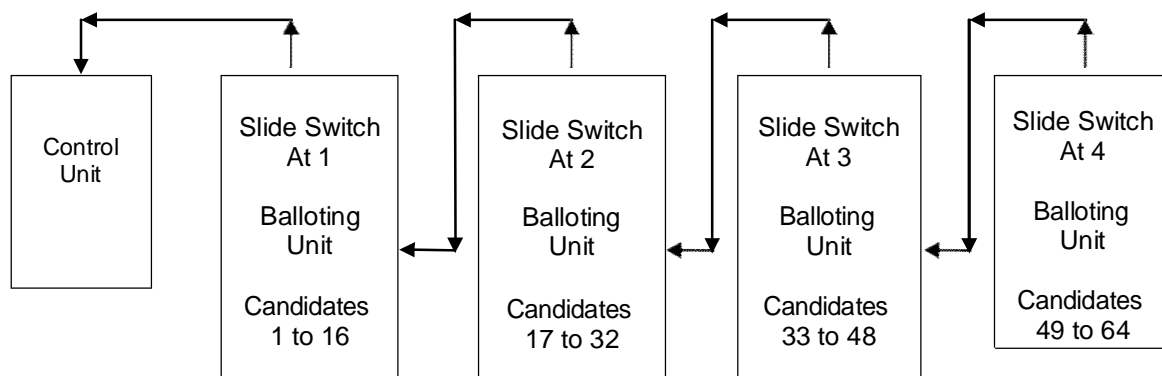
- 2.1 The Ballot Unit is already duly prepared in all respects at the Returning Officer's level and no further preparation of this unit is required at the polling station on the day of poll, except that its interconnecting cable has to be plugged into the controlunit.
- 2.2 At the time of taking delivery of the voting machine alongwith other polling materials, you must have already carried out the checks mentioned in para 2 of chapter 3. As instructed therein, you must have checked that you have been provided with the requisite number of Ballot Units, the ballot paper on each such unit has been properly fixed and properly aligned under the ballot paper screen, the slide switch on each unit has been set to the appropriate position and each unit is duly sealed and is carrying the address tag both at the right top portion and the right bottomportion.
- 2.3 Please check that ballot papers affixed on the EVM (balloting unit), and also to be used as Tendered Ballot Papers and Postal Ballot Papers and as supplied to you by the Returning Officer concerned, contain photograph of all the contesting candidates of your Ward which are printed between the names of the candidates and the Symbols allotted to each one of them. A copy of the Direction issued by the State Election Commissioner, NCT of Delhi, is placed in this Book at the end as **Annexure-16**.

- 2.4 Please also check that earlier there were as many panels of candidates as are contesting the election. Now the Commission has added on more panel at the end i.e. after the last contesting candidate, meant for NOTA i.e. the voters entering the polling compartment, changes his mind not to give his/her vote to any of the contesting candidate but avails his right of franchise, can press the last button on EVM mean for NOTA indicating that he does not vote to any of the above candidates. The difference of votes polled can however be reconciled with the actual votes polled on EVM and those recorded on NOTA. This will be done by the Returning Officer concerned. (Directions of the State Election Commission of N.C.T. of Delhi are also placed at the end of this Book as **Annexure -17**)

3. Interlinking of Ballot Units and control unit

- 3.1 Where the number of contesting candidates exceeds 16, more than one Ballot Unit, depending upon the actual number of contesting candidates, are to be used. All such Ballot Units to be used at a polling station are to be inter-linked and only the first Ballot Unit will be linked with the control unit.
- 3.2 The Ballot Units shall be so inter-linked that the second Ballot Unit, i.e., the Ballot Unit in which the slide switch is set at position 2, is linked with the first Ballot Unit in which the slide switch is set at position 1. Where three Ballot Units are to be used, the third Ballot Unit will be linked with the second Ballot Unit and the second with the first, and where all the four Ballot Units are to be used, the fourth unit will be linked with the third unit, the third with the second and soon.

Diagram showing the interconnection of the four Ballot Units



- 3.3 For linking a Ballot Unit with another, there is a socket provided in a compartment on the back of the Ballot Unit. The connector of the interconnecting cable of the second Ballot Unit will be into the abovementioned socket of the first Ballot Unit. Likewise, the connector of the third Ballot Unit's interconnecting cable will be plugged into the second unit and that of the fourth unit into the third unit.
- 3.4 As mentioned above, the first Ballot Unit alone will be plugged into the control unit. The socket for plugging the interconnecting cable of Ballot Unit into the control unit is provided in the compartment on the top portion of the back of the control unit.

- 3.5 The compartment on the top portion of the back of the control unit also contains the power 'switch' and this switch when put to 'ON' position makes the battery of the voting machine operational and supplies the power to the control unit as well as to all the Ballot Units when linked to the control unit in the manner described above.

- Note: (1) When more than one Ballot Units are used, the same should be interlinked in the proper sequential order as explained in paragraph 3.2 above. Any wrong linking of the Ballot Units will render the machine non-functional and on pressing any button on the control unit the letters 'LE' (LINK ERROR--: in the upgraded model of the voting machine) indicating linking error will appear on the display panel of the control unit. The linking error should be set right by interlinking the Ballot Units in the proper sequential order.
- (2) The connector of the interconnecting cable, one end of which is attached to the Ballot Unit, is a multi-pin connector. The connector goes into the socket of the other Ballot Unit or of the control unit only one way, which can be found out by looking at the orientation of the pin. The pins of the connector are quite delicate and the connector should not be forced into the socket in such a way as may damage or bend the pins. The machine will work only when the connection is made properly.
- (3) The connector of the interconnecting cable can be disconnected from the control unit or from the other Ballot Unit only by pressing the spring type clips on both sides of the connector hood and pulling the connector out. These spring types clips, when pressed inward simultaneously, will release the hold of connector from the socket, and the connector should then be pulled out while keeping the spring type clips suppressed.
- (4) Connecting the Ballot Units and the control unit or disconnecting them properly requires some practice so as to avoid any damage to the machine. This aspect should be clearly borne in mind and you yourself should connect the Ballot Units and the control unit.

CHAPTER - 8

PREPARATION OF CONTROL UNIT

1. Checking of control unit

- 1.1 At the time of taking delivery of the control unit, you must carry out the checks on the control unit as mentioned in para 2 of Chapter-3.
- 1.2 You must also check that 'Can Set Section' of the control unit is duly sealed and the address tag is firmly attached thereto and that the battery installed in that section is fully operational.

2. Preparation of control unit

- 2.1 Before the Electronic Voting Machine is delivered at the polling station certain preparations are made therein at the Returning Officer's level for the installation of the battery and setting the number of contesting candidates in the control unit. Before a control unit is put in use at the polling station, some further preparations, apart from the preparations made at the Returning Officer's level, are necessary to be made by the Presiding Officer at the polling station.
- 2.2 The preparations to be made on the control unit by the Presiding Officer are as follows:-
 - (i) Interlinking the control unit with the Ballot Unit or the first Ballot Unit where more Ballot Units than one are used; and linking the other ballot units as explained above.;
 - (ii) switching the power switch to 'ON' position;
 - (iii) closing the rear compartment after performing the functions at (i) and (ii) above;
 - (iv) conducting the mock poll (as explained in Chapter-9);
 - (v) clearing the machine after the mock poll and setting all counts to ZERO (as explained in Chapter-9);
 - (vi) switching the power switch to 'OFF' position;
 - (vii) fixing the yellow paper seal(s) to secure the inner compartment of the result section (as explained in Chapter-10);
 - (viii) closing and sealing the inner door of the result compartment by fixing the special tag (as explained in Chapter 11) and

- (ix) closing and sealing the outer cover of the result section with address tag and strip seal (as explained in Chapter-11)

3. Connecting the control unit and Ballot Unit

You should plug the interconnecting cable of the Ballot Unit or the first Ballot Unit, where more Ballot Units than one are used, into the socket provided for the purpose in the rear compartment of the control unit. While interlinking the control unit with the Ballot Unit, you must take necessary precautions as mentioned in para 3 of chapter-7.

4. Switching 'ON' the power

The voting machine runs on a battery, which is installed in the 'Cand Set Section' of the control unit at the Returning Officer's level. For activating the battery, which will supply power both to the control unit and Ballot Unit(s) when the same are interlinked, there is a power switch provided in the rear compartment of the control unit. After the control unit and the Ballot Unit (s) have been interlinked, you should put the power switch to 'ON' position. Thereupon, there will be a beep sound emitting from the control unit and the 'ON' lamp on the Display Section of the control unit will start glowing yellow.

In the case of upgraded model of the EVM when the power switch of the Control Unit is pushed upwards to 'ON' position. It will give a 'beep' sound and the 'ON' lamp on the Display section of the Control Unit will glow YELLOW and the following display will appear turn by turn on the Display Panel :-

EVM IS ON ECI

DTE 16-01-07 TIME 09-43-34

Indicates date is in DD-MM-YY and time is in HH-MM-SS Format

SL NO - H00003

Indicates the serial number of the Control Unit PCB

CANDIDATES 10

Indicates the contesting candidates are ten (assuming there are 10 candidates in the ward)

BATTERY HIGH.

Indicates the status of the battery is 'HIGH'

5. Closing the rearcompartment

You should then close the rear compartment. To keep it firmly closed, a piece of thin wire or a thick thread may be run through the two holes provided for the purpose and the ends of the wire may be given a few twists or a knot, as the case may be. **You should note that the rear compartment is not to be sealed** as it will require to be opened again after the close of poll for switching 'OFF' the power and disconnecting the BallotUnit.

CHAPTER - 9

CONDUCTING MOCK POLL

1. Demonstration of 'Clearing' voting machine

Before commencing the poll, you have to satisfy not only yourself but also all polling agents, who are present at the polling station, that the voting machine is in perfect working order and that no votes have already been recorded in the machine.

For such satisfaction, you should first show to all present that all counts have been set to ZERO by pressing the 'Clear' button. The 'clear' button is provided in the compartment in the section of the control unit. This compartment is covered by an inner door and an outer cover. The inner door covers the compartments containing 'Clear' button, 'Result I' button and 'Result II' button, (in upgraded model of the voting machine the 'Result I' and 'Result II' buttons have been replaced by the 'Result' and 'Print' buttons) and the outer is provided above the inner door and covers also the compartment containing the 'Close' button. For reaching the 'Clear' button, you should first open the outer by pressing slightly inwards the latch provided on the left side. Thereafter, the inner can be open by inserting the thumb and the finger through the apertures above the 'Result I' and 'Result II' ('Print' button in the upgraded model of the machine) buttons and then pressing the latches inside simultaneously slightly inwards and pulling the door up. In no case, this inner door should be forced open without releasing the latches in the manner described above as otherwise most vital compartment will get damaged.

When the 'Clear' button is pressed, the Display Panels on the control unit will start displaying the following information sequentially:-

Cd	9
to	0
01	0
02	0
03	0
04	0
05	0
06	0
07	0
08	0
09	0
	End

(if the machine is set for 9 candidate.)

(every indication is followed by a beep sound)

Note: If on pressing 'clear' button, the display panels do not display the information as indicated as above, it means that some of the earlier operations needed for clearing the machine have not been performed. To clear the machine, ensure that the Ballot Units and control unit have been properly linked. Press 'close' button and thereafter press 'Result' button. Now press the 'Clear' button, the display panels will start displaying the information as indicating above.

(The displays on the display panel in the case of upgraded model of the voting machine are different from the displays shown above and have been shown separately in the next chapter.)

The display of the above information on the display panels shall satisfy the polling agents present at the polling station that no votes are already recorded in the machine.

2. Mock Poll

- 2.1 After demonstrating as above that no votes are already in the machine, you should hold a mock poll by votes recorded for each candidate, if any candidate is not represented by polling agent, you should count couple of votes for such candidate. Then the result shown in the machine should be tallied.
- 2.2 For that purpose perform the following operation:-
 - (a) Press the 'Ballot' button on the ballot section of the control unit. On pressing the 'Ballot' button, 'busy' lamp in the display section will glow red. Simultaneously, the 'Ready' lamp on the Ballot Unit will also start glowing yellow.
 - (b) Ask any polling agent to press, according to his choice, any of the candidate's blue button on the ballot Unit. Ensure that each of the blue (unmasked) button is pressed at least once, so that each button left unmasked is tested and found functioning properly.
 - (c) On the candidate's button being so pressed, the 'Ready' lamp on the Ballot Unit will go off and the candidate's lamp near the button will start glowing red. Also, a beep sound will be heard emitting out from the control unit. After a few seconds, the red light in the candidate's lamp, red light in the 'Busy' lamp and beep sound will go off. This will be the indication that the vote for the candidate, whose blue button has been pressed, has been recorded in the control unit and the machine is now ready to receive the next vote.

- (d) Repeat the process explained in the preceding paras (a), (b) and (c) for recording one or more votes for each of the remaining candidates. Keep a careful account of the votes so recorded in the respect of each candidate.
- (e) When the votes are being so recorded, press the 'Total' button on the ballot section of the control unit to verify at any time that the total votes recorded in the machine tally with the number of votes which have been polled upto that stage.

Note: 'Total' button should be pressed only after the vote has been recorded for any candidate and the 'Busy' lamp in the Display Section is off.

- (f) At the end of the mock poll, press the 'Close' button in the result section. On the 'Close' button being so pressed, the display panel in the display section will show the following information sequentially:-

Np	1
Cd	9
to	54
	END

(if the no. of votes polled is 54)

Note:-subject to availability of times, there is no objection to permit the recording of more votes at mock poll. It is not necessary that the number of votes recorded for each candidate should be the same.

- (g) Now press the button marked 'Result I' in the result section. On that button being pressed, the display panels will start showing the following information sequentially: -

Cd	9
to	54
01	6
02	6
03	6
04	6
05	6
06	6
07	6
08	6
09	6
	End

- (h) Next, press the 'clear' button to clear the account of votes recorded during the mock voting. On pressing the 'clear' button, all counts in the display panel will show ZERO as explained in para 1.3 above.
- (i) You have been instructed in Chapter 5 to conduct **mock poll** to ensure and demonstrate to the polling agents that the EVM is in perfect working condition and then clear the mock poll result before sealing the Control Unit and thereafter prepare the certificate of mock poll. (Method of conducting mock poll has been explained in Chapter 9.) If it is observed that by you or the observer that the mock poll result has not been cleared from the control unit before sealing it and after sealing the unit actual poll has been commenced, you must suspend poll, close the control unit and resume the poll with a fresh machine. Try also to retrace and recall the voters, who had voted before the suspension of the poll and allow them to vote afresh. Use some method of making their left-hand finger to prevent double/multiple voting by the same voter.

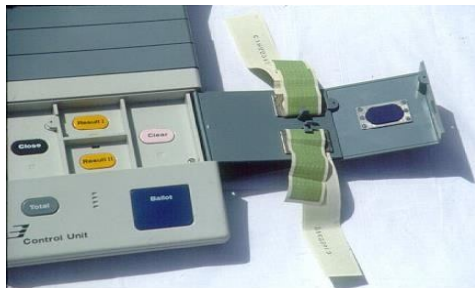
CHAPTER - 10

FIXING OF YELLOW PAPER SEAL IN THE CONTROL UNIT

1. Fixing yellow paperseal

- 1.1 In order to maintain the secrecy of ballot, in the conventional system of voting where ballot papers and ballot boxes were used, the ballot boxes used to be sealed and secured by fixing a yellow paper seal specially got printed by the Commission. Once the yellow paper seal was fixed in a ballot box and the lid of the box was closed, the box could not be opened and the ballot papers contained therein could not be tampered with or taken out for counting unless the yellow paper seal was torn. Similar safeguard has been provided in the voting machine so that once the control unit is sealed and poll commences, nobody should be able to tamper with the voting machine. To achieve and ensure this, provision has been made for fixing the same yellow paper seal in the control unit of the voting machine, as was used for securing the ballotbox.
- 12 There is a frame provided for fixing the paper seal on the inner side of the door of the inner compartment of the result section of the control unit. Before the yellow paper seal is fixed in the frame provided for the purpose on the inner side of the door of the inner compartment of the result section of the control unit, you should affix your signature in full immediately below the serial number of the paper seal on the white surface of the paper seal. It shall also be got signed by such of the candidates or their polling agents as are present and are desirous of affixing their signatures. The Presiding Officer should verify that the signatures of the polling agents on the paper seal tally with their signatures on their letters of appointment.
- 13 There is provision of two frames In the case of voting machines manufactured by Bharat Electronics Limited, Bangalore, allowing arrangement for fixing two paper seals and accordingly two paper seals are to be used in the control units of the voting machines manufactured by that company, where as in the case of voting machines manufactured by Electronics Corporation of India Limited, Hyderabad, there is only one frame providing arrangement for fixing only one yellow paper seal. (In the upgraded model of the Electronic Voting Machine, whether manufactured by BEL, Bangalore or ECIL, Hyderabad, only one paper seal is used as in the pre-upgraded model of the ECILmachine.)

- 14 The seal should be so fixed that its yellow surface is seen through the aperture from out side. When the yellow paper seal is fixed on the control unit of the voting machine, it will look as in the picture below:-



BEL Machine



ECIL Machine

- 15 It should be ensured that the damage paper seal is not used in any case and if any paper seal gets damaged in the process of fixing, it should be replaced then and there before the door of the inner compartment is closed.

2 Signature of presiding officer and polling agents on paperseal

After fixing the paper seal, the door of the inner compartment should be closed by pressing it fix. It should be closed in such a manner that the two open ends of the paper seal project outwards from the sides of the inner compartment.

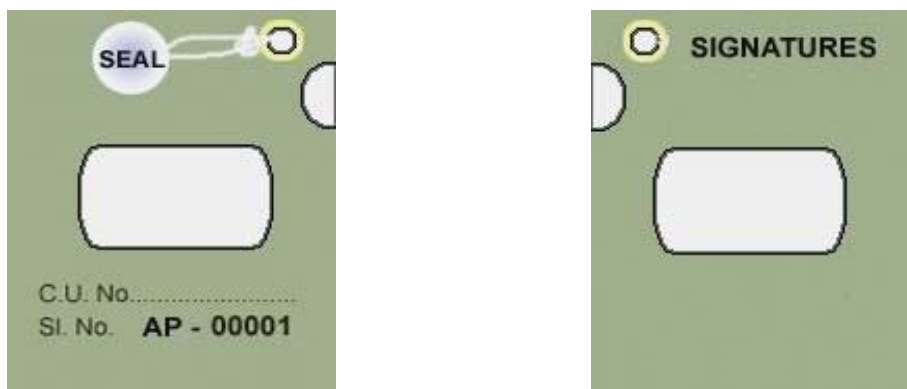
3 Account of paperseals

- 3.1 You should keep a correct account of the paper seals supplied to him for use at the polling station and the paper seals actually used by him for sealing and securing the control unit. Such account shall be maintained by him in the form specifically prescribed for the purpose vide Item 9 of part I of Form 11 C appended to Rule 58 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012(**Annexure-1**).
- 3.2 You should allow the candidates or their polling agents present to note down the serial number of the paper seals so supplied for use and actually used.

CHAPTER - 11

CLOSING AND SEALING OF CONTROL UNIT

1. Special Tag: it looks as under:-



- 1.1 The size of special tag to be used in the electronic voting machine of the two makes are different as under: -

(a) For ECIL machine: 7 cms. X 5.5cms.

(b) For BEL machine: 7.5 cms. X 5.5cms.

Its thickness is equal to the thickness of a postcard. There is hole in the right corner on the top of front side with a metal ring, so as to make it easy to pass a thread through it, for sealing. Further, on the right hand side below the hole there is a groove cut on the special tag just enough to fit with the door-knob of result compartment. There is also an opening in the middle of the special tag, so that when the tag is fixed in the "CLOSE" button compartment of the result section, the "CLOSE" button is visible so that the 'Close' button can be reached to operate without disturbing the tag.

Control unit number:

- 1.2 Before the special tag is used, you shall write the serial number of the control unit on the special tag.

Signature:

- 1.3 After writing the serial number of the control unit on the special tag, you shall put your signature on the BACK SIDE of the special tag. You should also ask the contesting candidates/polling agents, who are present in the polling station, before the commencement of the poll to put their signatures on the back, if they so desire. You should also read out the pre-printed serial number on the special tag and ask the contesting candidates/polling agents, who are present at the.

polling station and have put their signatures on the back of the special tag, to note down that serial number.

- 1.4 The special tag is used to seal the inner compartment over the 'Clear' and 'Result' buttons after the process of signing the yellow paper seal by you and contesting candidates/polling agents and fixing and securing it in the frame(s) provided for fixing the paper seal on the inner side of the door of the inner compartment over the "Clear" button and the "Result" button should be pressed fit and closed in such a manner that the two open ends of the paper seal continue projecting outwards from the sides of the inner door. Then this inner door should be sealed with the special tag. For this, you should pass the high quality twine thread specially supplied for this purpose by the Returning Officer through the two holes provided in the inner door and through the hole provided in the special tag.
- 1.5 It should be ensured by you that spoiled or torn special tag is not used in any case. If, by any chance, the special tag is spoiled or torn, you should use another one. For this purpose, like "Yellow paper Seals", the Returning Officer supplies you with 3 or 4 'Special Tags'.
- 1.6 After doing all this, tie the thread into a Knot and seal the thread on the special tag with sealing wax. Thereafter without breaking the seal, you should adjust the special tag in the compartment of "CLOSE" button in such a manner that the "CLOSE" button protrudes through the hole cut in the middle of the special Tag for this purpose.



Closing the inner door with thread



Sealing the inner door with Special Tag



BEL Machine

**Closing the inner door with
Special Tag ECIL Machine**



BEL Machine

**thread Sealing the inner door with
ECIL Machine**

2. Closing and sealing of outer cover of result section:

- 2.1 After the inner compartment of result section of the control unit has been closed and sealed, the outer cover of the result section should be pressed fit for closing that section. Before pressing the outer cover, it should be ensured that the two open ends of the paper seal still project outwards from either sides of the outer cover.
- 2.2 After the outer cover of the result section has been closed, that cover should be sealed by (i) passing a thread through the two holes provided for the purpose on the left side of the outer cover, (ii) tying the thread into the knot (iii) attaching a label (address tag) similar to the which is attached to the 'cand set section' at the returning officer's level and sealing the thread on the address tag with the wax and the seal of the presiding officer as shown below:-



- 2.3 The address tag will contain the following particulars:

"General Election to Delhi Municipal Corporation "From
Ward No.
Sl. No. and Name of the Polling Station.....
Sl. No. of the Control Unit
Date of Poll

- 2.4 The Returning Officer will provide sufficient number of blank printed address tags as part of polling materials. Particulars in the address tag should be carefully filled by you. The serial number of each control unit is inscribed on the bottom portion of the control unit.
- 2.5 The contesting candidates or their polling agents, who are present at the polling station, should also be asked to affix their seals, if they so desire, on the address tag along with your seal.
- 2.6 By so closing and sealing the inner compartment and the outer cover, the whole of result section gets sealed and secured and the votes which will be recorded by the control unit cannot be tampered with.

3. **Strip seal:**

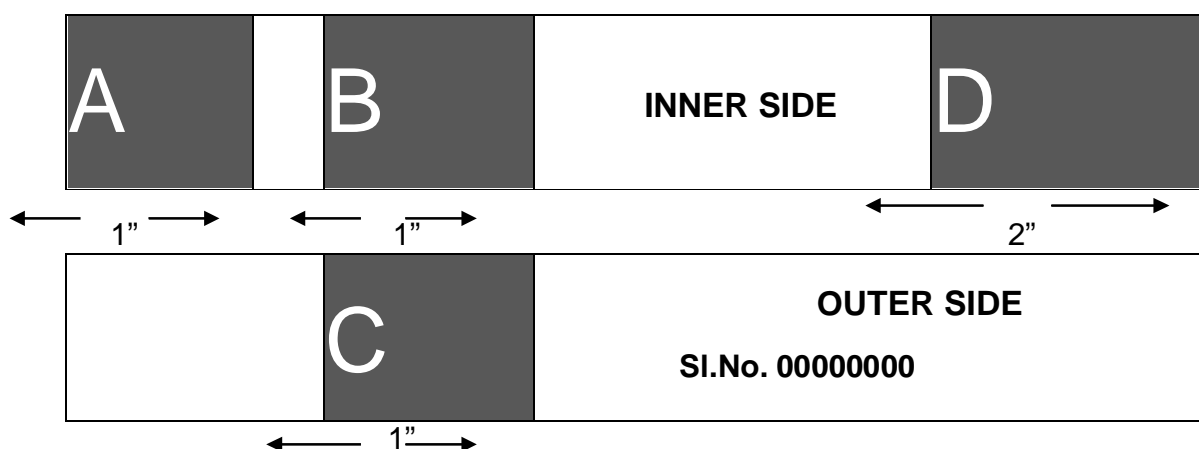
- 3.1 To further improve the sealing arrangement for Electronic Voting Machines, the Election Commission of India has introduced an additional outer seal for sealing the "Result Section" of the control unit completely with an outer Paper Strip Seal (hereafter referred to as "Strip Seal") so that this portion of the control unit cannot be opened once the polling has been started and till the counting is taking up. This will ensure that from the time the first vote is cast in the machine at the polling station and till it is brought to the counting table, no person can open the result section without damaging the strip seals.
- 3.2 Accordingly at every polling station where the election is held with use of EVM, the control unit shall be secured and sealed from outside completely with the strip seal so that this section cannot be opened without damaging the strip seal. The strip seal shall be positioned on the outer door of "Result Section" just below the rubber cap covering the "CLOSE" button in such a way that the rubber cap covering the "CLOSE" button is not covered by the strip seal. (This will allow the rubber cap to be removed for pressing the "CLOSE" button in case of emergent situation such as booth capturing.)

Strip Seal-Physical features:

- (i) Strip seal is a paper seal with a measurement of 23.5"(twenty-threepointfiveinches)inlengthand1"(oneinch)inwidth.The length of strip is such that it can be easily be **wrapped round the breadth of the Control Unit** to provide an extra outer seal of the control unit before the commencement of the poll and after the other standard seals have been affixed in the control unit.
- (ii) Each strip seal has a unique identity number.
- (iii) These strip seals will be supplied by a firm duly approved by the commission, and the Chief Electoral Officer will centrally procure them for each state.
- (iv) At both the ends of the strip seal, there are **FOUR (4)** pre-gummed portion. Of these three hour of about one square inch area (identified by the letters 'A','B'&'C') and the fourth is about of two square inch area (identified by letter 'D'). Each gummed portion is covered by a strip of wax paper.
- (v) The strip seal has **an inner side and an outer side**. On the **inner side** of the strip, at one end there are two adjacent pre-gummed portions marked by letters 'A' & 'B'. At the other end of the **inner side** of the strip, there is about 2"(two inches) pre-gummed portion marked 'D'. On the **outside of the strip**, there is only one pre-gummed portion marked 'C'. A drawing of the strip seal showing the outer side and inner side is given below. The dark portions of the gummed portions on inner side and outer side of the strip.

Drawing of Strip Seal

(Pre-gummed portion are shown in dark shade)



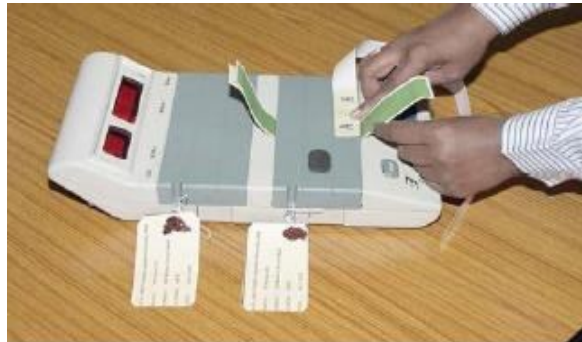
4. COMPLETE METHOD OF SEALING CONTROL UNIT INCLUDING USE OF STRIP SEAL

For the sake of easy understanding, the complete sequential order of the steps to be taken by you at the pulling station **until and including** fixing the strip seal are given below:-

- (i) Before the commencement of the actual poll, you will conduct a mock poll.
- (ii) After conducting mock poll and showing the result, you shall clear the control unit of the data relating to mock poll by operating "Clear" button.
- (iii) After clearing the data you shall switch off the control unit and then insert the yellow paper seal (two seals in the case of BEL machines and only one in case of ECIL machine) to cover the windows of the inner door of the result section. While inserting the yellow paper seals, care should be taken to ensure that the yellow portion of the seal is visible from the outside through the windows of the inner door after it is closed.
- (iv) After inserting the yellow paper seals, the inner door above the result buttons shall be closed.
- (v) Then the inner door of the result section shall be sealed off with the special tag.
- (vi) After fixing the special tag, you will close the outer door of the result section ensuring that the loose ends of the yellow paper seal(s) still protrude out from both the sides of the closed outer door [**See Photo- 1(BEL Machine)/Photo-2(ECIL Machine)**].
- (vii) Then you shall seal the outer door with thread and address tag.
- (viii) Next you shall proceed to fix the strip seal around the control unit to seal the result section from outside completely so that this section cannot be opened without damaging the strip seal after the poll commences.
- (ix) Before the strip seal is fixed to seal the result section from outside you should affix your signature in full immediately below the serial number of the paper seal it shall be got signed by such of the contesting candidates or their polling agents as are present and are desirous of affixing their signatures you should verify that the signature of the polling agents on the strip seal tally with their signatures on their letters of appointment.
- (x) The strip seal shall, then, be positioned just below rubber cap covering the "CLOSE" button. The detailed procedure to fix the strip seal is given below. There is a slight difference in the method of fixing the strip seal for BEL make machines and ECIL make machines. Follow the instruction below depending on the make of the EVM available in your state.

5. Method of Sealing BEL Make Machines with StripSeal:

Step-1: keep the stripseal with the pre-gummed portion 'A' positioned near the base of the yellow paper sealed protruding from the lower portion of the outer door (See Photo-3). Remove the wax paper covering 'A' then press the layer of the yellow paper sealed over the gummed portion 'A'. Also keep the outer layer of the yellow paper seal over the inner layer protruding from the lower portion of the outer door.



Step-2: Remove the wax paper over the pre-gummed portion 'B' and press this pre-gummed portion 'b' over the outer layer of yellow paper seal protruding from the lower portion of the outer door.



After pasting 'B' over the yellow seal, the pre-gummed portion 'C' will come to them top position.



Step-3: Remove the wax paper over the pre-gummed portion 'C' and press both the ends of yellow paper seal protruding from the upper portion of the outer door so that the inner layer of that yellow paper seal is firmly gummed to 'C'.



Step-4: Take the remaining portion of the strip seal around the control unit from left side taking care that the strip passes below the rubber cap covering the "CLOSE" button. Bring the other end of the strip seal from right side of the control unit on top of the outer door where the pre-gummed portion 'A', 'B' and 'C' have been pasted



Step-5 Remove the wax paper covering the pre-gummed portion 'D' and press it firmly over the outer layer of the yellow paper seal protruding from the upper portion of the outer door (See Photo 9 & 10). The pre-gummed portion 'D' spills over the strip seal below the "CLOSE" button. Press this spilled-over portion of 'D' firmly over the strip seal.



By the above process all the four loose ends of the yellow paper seals protruding from both sides of the outer door get firmly pasted and held by the strip seal. At the same time, the outer door over the result section is also sealed with this strip seal from all sides and this section cannot be opened without damaging this seal.

6. After fixing the Strip Seal Put the power Switch in the CU

After sealing the control unit with the strip seal, you shall take care that the seal is not damaged or tampered with during the poll and this seal shall NOT be removed during or after the poll in the polling station.

7. At the end of the poll at prescribed hour, you shall remove the rubber cap covering the "CLOSE" button without disturbing the strip seal and press the "Close" button to close the poll and replace the rubber cap. After completing other formalities at the end of the poll, you shall carefully pack the control unit in its carrying case and seal the carrying case with address tag. This sealed carrying case shall be delivered to the strong room (Collection Center) along with other documents required to be deposited at the strong room (Collection Centre).
8. On the day of counting, the control unit with the strip seal intact, shall be allowed to be examined by the contesting candidates/counting agents, who are present at the counting table. Only thereafter, the seal shall be removed taking care that the yellow paper seals are not damaged. After examining the yellow paper seals protruding outside, the thread seal on the outer door of the control unit shall be opened.

9. Important precautions while sealing with strip seal:

- (i) The strip seal shall be positioned to cover the portion below the rubber cap covering the "CLOSE" button on the outer door of the result section. While fixing this strip, ensure that the rubber cap covering the "CLOSE" button is left clear and not covered even partially by this strip so that there is no difficulty in removing the rubber cap and operating that "CLOSE" button when required.
- (ii) The strip seal shall be taut and shall not be loose.
- (iii) DAMAGE STRIPS HAVE NOT TO BE USED IN ANY CIRCUMSTANCES.
- (iv) Each polling station will be supplied with four (4) strip seals like yellow paper seals.
- (vi) You shall account for each strip seal supplied to the polling station for the conduct of poll in the Presiding Officers' Diary.

- (vii) You should return every strip seal that has not been used [including the strip(or pieces thereof) damaged accidentally] to the Returning Officer, who will be held responsible if any strip seal is found in the hands of any unauthorized person at anytime.
- (viii) The Chief Electoral officer and the District Election Officers shall keep a record of the serial numbers of the strip seals supplied to each Returning Officer. Similarly, each Returning officer shall keep a record of the strip seals supplied to each pollingstation.
- (ix) Commission will issue samples of strip seals to your State for the purpose of demonstration as well as training. These sample strips seals also shall be kept in safe custody. After using the strip seals for training or demonstration as the case may be, the used strips should be destroyed by shreddingthem.

10. Voting machine ready for actualpoll

- 10.1 The voting machine is now ready in all the respect for use for an actualpoll.
- 10.2 Before commencing the poll, you should place the balloting unit(s) inside the voting compartment. As already instructed, the voting compartment should be located at sufficient distance from your table where the control unit shall be kept and operated. The interconnecting cable between the balloting unit and the control unit has a length of approximately five meters. Therefore, the voting compartment should be reasonably distanced. Also, the cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table. While placing the EVM in the voting Compartment, it must be ensured without fail that secrecy of voting is notviolated.

Method of Sealing ECIL Make Machines with Strip Seal:

In ECIL machine only one yellow paper seal is used. Therefore, the loose ends of the same yellow paper seal protrude from either ends of the outer door over result section. (In the upgraded model of the voting machine also, whether manufactured by BEL or ECIL only one yellow paper seal is used.) Following are the steps to seal ECIL MAKE MACHINES (and also the upgraded model of the voting machine) with stripseal:-

Step-1: First double fold the yellow paper seal, protruding from the lower portion of the outer door of the Result Section, in the middle ensuring that the yellow side of the seal remains outside.



Step-2: Then keep the strip seal with the pre-gummed portion 'A' positioned near the base of the yellow paper seal protruding from the lower portion of the outer door of the result section. Remove the wax paper over 'A' and press the inner layer (yellow side) of the yellow paper seal over seal over this gummed portion and press.



Step-3: Now remove the wax paper over the pre-gummed portion 'B' and press this gummed portion over the folded portion (again yellow side) of the yellow paper seal.



Step-4: After pasting 'B' over the yellow paper seal the pre-gummed portion 'C' will come to the top position. Remove the wax paper over 'C', press the yellow paper seal protruding from the upper portion of outer door so that the yellow paper seal is firmly pasted over 'C'. (Now the white side of the yellow paper seal will come on top and will be visible from outside.)



Step-5: Take the remaining portion of the strip seal round the control unit from left side taking care that the strip passes below cap covering the "CLOSE" button. Bring the other end of the strip seal from right side of the control unit on to the top of the outer door where the pre-gummed portions 'A', 'B', and 'C' have been pasted.



Step-6: Remove the wax paper covering the pre-gummed portion 'D' and press it firmly over the outer layer of the yellow paper seal protruding from the upper portion of the outer door (See Photo 9&10). The pre-gummed portion 'D' spills over the strip seal below the "CLOSE" button. Press this spilled-over portion of 'D' firmly over the strip seal.



By the above process, both the loose ends of the yellow paper seals protruding from both sides of the outer door get firmly pasted and held by the strip seal. At the same time, the outer door over the result section is also sealed with this strip seal from all sides and this section cannot be opened without damaging this seal.

11. Introduction of upgraded model of electronic voting machine

In the year 2007 the election commission of India introduced the upgraded model of the Election Voting Machine and used it for the first time in the General Election to the Legislative Assembly of Manipur held in 2007. The appearance and the features of the voting machines manufactured by both BEL, Bangalore and ECIL, Hyderabad are more or less the same except for a few additional features/modifications.

11.1 Additional features:-

- (a) Numeric in Braille signage (1 to 16) has been provided on the Balloting Unit (BU) top cover on the right of the blue button for each contesting candidate for the convenience of the visually challenged (blind) persons.

11.2 Modification-

- a) In the Display Panel, there is only one window now instead of two windows in the existing model.
- (b) The Display Panel now displays the data on two rows of total twenty four characters (twelve characters in each row).
- (c) The hood of the connector attached to the interconnecting cable, one end of which is permanently fixed to the Balloting Unit, has now been provided with different coloured spring clips on both sides – one BLACK and the other RED. One side of female socket in the rear compartment of the Control Unit is in RED colour for easy identification at the time of insertion of the connector into the female socket. The RED spring clip has to match with the RED side of the socket and the BLACK spring clip has to match with the BLACK side of the socket.
- (d) The 'RESULT I' button in the Result Section has been replaced with a new 'RESULT' button.

- (e) The 'RESULT II' button in the Result Section has been removed and in its place a new button 'PRINT' has been provided. The upgraded model of the voting machine has been provided with the facility to print the result data. A special gadget is to be attached at data interface connector at the rear side of the Control Unit for printing. When the 'PRINT' button is pressed, the Control Unit displays 'PRINTING'. **For printing result data, the result has to be seen at least once.**
- (f) The inner cover of the Result Section covering the 'RESULT' and 'PRINT' buttons has been provided with a single window for inserting yellow paper seal like in the existing model of ECIL make of the machine. Therefore, only one yellow paper seal will be used in the upgraded model of the voting machine for sealing the voting machine with yellow paper seal.
- (g) The sequence of the buttons on the Control Unit to be pressed has also now been made same as in the ECIL make of the voting machine. The sequence is 'Clear'-'Cand.Set'-'Clear'-'Ballot'-'Close'-'Result'. After the 'Cand.Set' Button one can press the 'Ballot' button also directly. Pressing of any button out of proper sequence will display the message 'INVALID' on the Display Panel.

12. Varioustypesofdisplaywhichappearonthisdisplaypanelandwhat these mean are indicated below:

- (a)

LINKERROR- :

 Indicates 'LINK ERROR' of first BU, i.e., interconnecting cable is missing, snapped or when only one Ballot Unit is used. 'Slide Switch' in that unit has not been set to position '1' or when more than one Ballot Units are used, those units have not been linked in the proper order
- (b)

PRESSED ERROR-:

 Indicates any of the candidates' button in the first Ballot Unit is kept pressed or jammed.
- (c)

ERROR

 Indicates the Control Unit is not fit for use
- (d)

INVALID

 Indicates a button on the Control Unit has been pressed out of sequence.

- | | | |
|-----|----------------------------|--|
| (e) | CU ERROR | IndicatestheControlUnitistobechanged. |
| (f) | BU – 1 ERROR | IndicatestheBallotUnit-1istobechanged |
| (g) | CLOCK ERROR | IndicatesthemalfunctionofRealTimeClock(RTC) |
| (h) | END | Indicates the end of display sequence after pressing of 'Clear' or 'Result'button |
| (i) | FULL | Indicatesthatthemaximumnumberofvotes(2000)forwhich the machine is designed, have been polled. The machine is designed to store 2000 votes in its memory. |
| (j) | CANDIDATES
6 | Indicatesthatthemachineissetfor6candidates |
| (k) | TOTAL POLLED
VOTES 1487 | Indicatesthattotalnumberofvotespolledis1487 |
| (l) | CANDIDATE
06 235 | IndicatesthattheCandidateNo.6haspolled235votes |
| (m) | - - - - - | IndicatesthatthePowerpackisweak |

(n)	CHANGE BATTERY	Indication for change of power pack as battery status reached for BATTERY Replacement
(o)	BATTERY HIGH	IndicatesthatthecapacityofthebatteryisHigh
(p)	BATTERY MEDIUM	Indicatesthatthecapacityofthebatteryismedium
(q)	BATTERY LOW	Indicatesthatthecapacityofthebatteryislow
(r)	DTE 16-01-07 TME09-43-34	Indicates the Date andTime
(s)	SL NO-H00003	Indicates the serial number of the Control Unit mentioned on back side of CU
(t)	COMPUTING RESULT	Indicates that the RESULT is getting computed
(u)	PST 09-50-20 PET 15-32-10	Indicates the poll Starting Time and Poll end Time
(v)	RESULT PDT 16-01-07	Indicates the Result and Date of of the poll
(w)	PRINTING	Indicate the printing is under progress
(x)	DELETING POLLED VOTES	Indicates the deleting of polled votes from CU

When the power switch of the Control Unit is pushed upwards to On' position, it will give a 'beep' sound and the 'ON' lamp on the Display section of the control Unit will glow Green and the following display will appear turn by turn on the Display Panel:-

EVM IS ON ECI	
DTE 16-01-07 TME 09-43-34	Indicates date is in DD-MM-YY and time is in HH-MM-SS Format
SL NO-H00000	Indicates the serial number of the Control Unit
CANDIDATES 10	Indicates the contesting candidates are ten
BATTERY HIGH	Indicates the status of the battery is 'HIGH'
SET CANDIDATE ---	Indicates that the button 'Cand. Set' has been pressed after the 'ON' lamp glowed GREEN. The machine has to be set according to the number of contesting candidates

Other Displays on the Display Panel are as follows:-

When all counts are set to '0' by pressing the 'Clear' button

DELETING POLLED VOTES	
CANDIDATES 9	(If the machine is set for 9 candidates)

TOTAL POLLED VOTES 0

CANDIDATE 01 VOTES 0

CANDIDATE - 02 VOTES 0

CANDIDATE - 03 VOTES 0

CANDIDATE - 04

CANDIDATE - 05

CANDIDATE - 06 VOTES 0

CANDIDATE - 07 VOTES 0

CANDIDATE-08 VOTES 0

CANDIDATE - 09 VOTES 0

END

At the end of the mock poll, when the 'Close' button is pressed the following displays will appear on the Display Panel:-

CLOSING	
DTE 12-01-07 TME 10-34-56	
SL NO-H00023	
CANDIDATES 16	(When the total number of contesting candidates is 16)
TOTAL POLLED VOTES - 200	(If the number of polled votes is 200)
POLL CLOSED	

When the button marked 'Result' in the Result Section is pressed to find out the result of the election, the following displays appear on the Display Panel:-

COMPUTING RESULT	
POLL RESULT PDT 16-01-07	(PDT - Poll date)
PST 09-50-20 PET 15-32-12	(PST - Poll start time) (PET - Poll end time)

SL NO-H00003	(Serial number of Control Unit PCB)
CANDIDATES 9	(The number of candidates – 9)
TOTAL POLLED VOTES -54	(The number of polled votes – 54)
CANDIDATE - 01 VOTES - 6	
CANDIDATE - 02 VOTES 6	
CANDIDATE 03 VOTES - 6	

(If only fifty four votes have been polled, six for each candidate)

When poll is taken on more than one day, the 'RESULT' display is as follows:

COMPUTING RESULT
POLL RESULT DAYS OF POLL
PCY 01-02-07 TOTAL 50

PCY 23-02-07 TOTAL 50

Indicates the number of votes polled on the date displayed

SL NO-H00003
CANDIDATES 9
TOTAL POLLED VOTES - 2000
CANDIDATE-01 VOTES - 10

CANDIDATE-09 VOTES - 10
END

(This is only an example)

When the 'Total' button is pressed to obtain hourly/periodical total votes polled, the following displays will appear on the Display Panel:

BATTERY HIGH
DTE 01-02-07 TMC 07-05-00
CANDIDATES 9
TOTAL POLLED VOTES - 200

When the 'Close' button is pressed for closing the EVM, after the hour fixed for the close of the poll and the last voter has recorded his/her vote, the following display will appear on the Display Panel:-

CLOSING

DATE 02-01-07
TIME 10-34-55

SL NO-H00003

(If serial number of the Control Unit is H00003)

CANDIDATES
16

(If the machine is set for 16 candidates)

TOTAL POLLED
VOTES - 200

(If the total number of votes polled is 200)

POLL CLOSED

CHAPTER - 12

COMMENCEMENT OF THE POLL

1. Commencement of the poll

Commence the poll at the stroke of the hour fixed for the purpose. Your Preliminaries should be over by then. If unfortunately the preliminaries are not over, admit about half a dozen voters at the hour fixed for the commencement of the poll and let the Polling Officers deal with them in regarding to their identification, etc. until the preliminaries by you are over. This sort of overlapping of preliminaries is very undesirable and every effort should be made to avoid it. Even if for any unforeseen reason you do not commence the poll at the appointed hour, you should not extend the appointed closing time except as provided in Chapter 24.

Even if for any unforeseen reason you are not in a position to commence the poll at the appointed hour, you should explain the reasons for the delay in your Presiding Officer's Diary.

2. Warning about secrecy of voting

Before commencing the poll, you must explain to all including the contesting candidates or their polling agents, who are present at the polling station, the provisions of Section 23 of Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 (**Annexure 2**), regarding their duty to maintain the secrecy of the vote and the penalty for any breach thereof.

3. Precautions for indelible ink

Ask the Polling Officer in-charge of indelible ink to take adequate precautions to see that the phial containing the indelible ink is kept carefully in such a manner that it does not get tilted and the ink spilt during the poll. For that purpose, take some sand or loose earth in a cup provided for the purpose or an empty tin or some broad-bottomed vessel, and push the phial down three-quarters of its length into the centre of the vessel so that it is steadily embedded in the sand or earth. Also ensure that the plastic rod attached to the cork is left/kept standing in the phial and not taken out except for the purpose of marking the voter's forefinger. The rod should always be held with its marking end pointing vertically downwards. Otherwise, some of the ink will drip down the rod and spoil the fingers of the person using it.

4. Marked copy of electoral roll

Immediately before the commencement of the poll, the presiding officer shall also demonstrate to the polling agents and others present that the marked copy of the electoral roll to be used during the poll does not contain any remark made in pursuance of sub-rule (4) of rule 65 or any entry other than that made in pursuance of clause (a) of sub-rule (1) of rule 67 **(Annexure-I)**.

Before the commencement of poll, you should also demonstrate to the contesting candidates/polling agents and other persons, who are present at the polling station that the marked copy of the electoral roll (copy of the electoral roll to be used for 'marking' the names of electors who are allowed to vote) does not contain any remarks other than those used for issuing postal ballot papers, EDC and CSVs, if any, and that the deletions appearing in the supplement, if any, appended to the draft roll as well as the supplement prepared after disposal of claims and objections before final publication have been reflected in the reprinted mother roll by strikethrough method in the electoral roll of eight columns without photograph and with the word "DELETED" superimposed on the concerned elector detail box in the case of photo electoral roll and that while doing so no other entry is either deleted or altered or omitted.

5. Register of voters in Form 11A

Also show to the contesting candidates/polling agents and all others, who are present at the polling station that the register of voters (in form 11-A), (in which entries will be made in respect of each elector who is allowed to vote and his signature/thumb impression obtained) does not already contain any entry in respect of any elector.

6. Entry of voters to Polling Station to be regulated

Where a polling station is for both men and women electors, the presiding officer may direct that they shall be admitted into the polling station alternately in separate batches.

- 6.1 The returning officer or the presiding officer may appoint a woman to serve as an attendant at any polling station to assist woman electors and also to assist the presiding officer generally in taking the poll in respect of woman electors, and in particular, to help frisking any woman elector in case it becomes necessary.

- 62 There should be separate queues for men and women electors. The persons who enforce the queues will allow three or four voters into the polling station at a time or as you direct. Other electors waiting to come in should be made to stand in queue outside. Infirm voters and women voters with babies in arms may be given preference over other voters in the queue. Men and women voters should be admitted into the polling station in alternate batches. The formation of more than one queue for men voters or for women voters should not be allowed.
- 63 You should ensure that physically challenged electors are given priority for entering the polling station, without having to wait in the queue for other electors and all necessary assistance as may be required should be provided to them at the polling station. For this purpose, if necessary, arrangements should be made for such persons to form a separate queue.
- 64 You should ensure that full facility is provided for such electors to take their wheel-chair inside the polling station. In your polling station, if permanent ramp has not been provided, arrange for a temporary wooden ramp to be provided.
- 65 You should give special care to electors with speech and hearing impairment as in the case of other disabled persons.

CHAPTER - 13

SAFEGUARDS FOR FREE AND FAIR ELECTION

1. **Declarations by Presiding Officer as safeguards for ensuring free and fair election:**

You are required to read out the declaration, prescribed in **Annexure 7**, Part I, before the commencement of the poll. In order to ensure that you have duly carried out the instructions contained in the foregoing chapters regarding the demonstration of the voting machine, marked copy of the electoral roll and Register of Voters and obtaining the signatures of the contesting candidates/polling agents on the yellow paper seal and allowing them to note down their serial numbers, which are necessary safeguards for ensuring free and fair election. This should be done immediately after reading out the provisions of section 23 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 (**Annexure 2**) regarding maintenance of secrecy of voting. You should read out the declaration aloud to the hearing of all persons present in the polling station and sign the declaration and obtain thereon the signatures of such of the contesting candidates/polling agents as are present in the polling station. If any polling agents decline to affix their signatures on the declaration, their names should be recorded therein.

2. **Procedure to be followed at the time of use of new voting machine.**

During the course of poll there may be some compelling circumstances under which, if it becomes essential to use a new voting machine. In such circumstances, you are again required to read out a further declaration, prescribed in Part II of **Annexure 7**. At the end of the poll, you should record a further declaration in Part III of **Annexure 7** in the same manner. The declaration will be put into a separate packet and delivered to the Returning Officer after the conclusion of the poll along with the account of votes recorded and the paper seal account in Form 11-C.

CHAPTER - 14

ENFORCEMENT OF ELECTION LAW IN AND AROUND POLLING STATION

1. **Impartiality essential and maintenance of decorum and dignity:**

- 1.1 Treat all parties and candidates equally and decide fairly and justly every disputed point. Your tact, firmness and impartiality are the most important safeguards against any breach of the peace. Needless to say, neither you nor any other officer at your polling station should do any act, which could be interpreted as furthering the prospects of any candidate at the election.
- 1.2 Further, you and other officers at your polling station should maintain decorum and dignity as is expected of an officer on duty. Neither you nor any other officer at your polling station indulge in any undue activities unbecoming of an officer on duty, such as shaking hands or getting your self photographed with him/her, when a celebrity or VIP visits your polling station for casting his/her vote, even though showing normal courtesy to each and every elector is part of your duty.

2. **Ban on canvassing:**

It is an offence to canvass within one hundred yards of the polling station. Any person who does so may be arrested without warrant by the police and may be prosecuted under Section 25 of Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 (**Annexure-2**).

3. **Candidate's election booth:**

According to the instructions of the Commission no election booths of the candidates should be allowed to be set up, as such booths pose many difficulties in the way of holding free, fair and smooth elections by creating obstructions to voters, confrontation among various party workers and law and order problems. The candidates are allowed to provide one table and two chairs for the use of their agents and workers for the distribution of unofficial identity slips to voters beyond a distance of 200 meters from the polling station with an umbrella or a piece of tarpaulin over their head to protect them from the sun/rain. No crowd is allowed to collect around such tables. If any instance of violation of the above instructions of the Commission is brought to your notice, you should report the matter to the Sector Magistrate or other officials responsible for maintenance of law and order around your polling station for necessary remedial action by them.

4. Disorderly conduct in or near the polling station:

Enforce the provisions contained in Section 26 of the Delhi Municipal Corporation Act, 1957 (Act. No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 (See **Annexure 2**). If any person behaves in a disorderly manner, you can have him arrested then and there by a police officer and have him prosecuted. The police have the power to take such steps, and use such force, as may be reasonably necessary for preventing such behaviour. These powers should, however, be resorted to only when persuasion and warning have proved ineffective. If the use of a megaphone or loudspeaker interferes with the work of the polling station, you should take steps to stop such use. The section does not prescribe any limit of distance. It is left to you to decide whether it is near enough and loud enough to disturb the proceedings at the polling station.

5. Removal of troublemakers:

Any person who misconducts himself or fails to obey your lawful directions during the poll may be removed from the polling station on your orders by any police officer or other persons authorised by you (see Section 27 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011 (**Annexure-2**)).

6. Illegal hiring of vehicles for the conveyance of voters

- 6.1 If a complaint to that effect is made, tell the complainant that he may take action to prosecute the offender or use the fact as a ground for filing an election petition against the offending candidate in due course. Forward any complaint filed before you to the sub-divisional or other magistrate who has jurisdiction deal with such cases with such remarks which you can make from your own observation and personal knowledge.
- 6.2 Also follow the instructions/directives issued by the Election Commission regulating the plying of vehicles on the day of poll.

7. Removal of voting machine from polling station to be an offence

Any person, who at any election fraudulently or unauthorisedly takes or attempts to take a voting machine out of a polling station or willfully aids or abets the doing of any such act, is punishable.

8. Breach of official duty by election officers

Finally your attention is drawn to Section 28 of Delhi Municipal Corporation Act, 1957 (Act. No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011, which provides that if any Returning Officer/ Assistant Returning Officer, Presiding or Polling Officer and any other person appointed to perform any duty in connection with the election is without reasonable cause guilty of any act, or even of any omission, in breach of his official duty, he commits an offence.

9. Prohibition of going armed to or near a polling station

As per the provisions of Section 134 B of the Representation of the People Act, 1951 (**Annexure 2**), no person (other than the Returning Officer, the Presiding Officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station) can, on a polling day, go armed with arms, as defined in the Arms Act, 1959, of any kind within the neighbourhood of a polling station. If any person contravenes these provisions, he is liable to imprisonment for a term, which may extend to two year or with fine, or with both. The offence is cognizable.

10. Prohibition of use of cellular phones, cordless phones, wireless sets, etc. in the polling station.

As per the standing instructions of the Commission, no cellular phones, cordless phones, wireless sets etc., in any case be allowed inside the polling stations and also in the 100 meters of the polling stations described as the "polling station neighbourhood".

CHAPTER - 15

VERIFICATION OF ELECTOR'S IDENTITY AND PROCEDURE IN CASE OF CHALLENGE

1. Safeguards against personation

- (1) Every elector about whose identity the presiding officer or the polling officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the presiding officer or polling officer and an indelible ink mark to be put on it.
- (2) If any elector refuses to allow his left forefinger to be inspected or marked in accordance with sub rule (1) of Rule 50 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be allowed to vote.
- (3) Any reference in this rule to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger to his left hand, and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger on his right hand, and shall, in the case where all his fingers of both the hands are missing, be construed as a reference to such extremity of his left or right arm as he possesses.

2. Identification of electors

- (1) The presiding officer shall check the elector's photo identity card (EPIC) of the voter as provided in Rule 47 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 and any other alternative document of identification permitted by the Commission and may employ at the polling station such person as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.
- (2) As each elector enters the polling station, the presiding officer or the polling officer authorized by him in this behalf shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.
- (3) In deciding the right of a person to cast his vote, the presiding officer of the polling officer, as the case may be, shall overlook the clerical or printing errors in an entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

3. Verification of elector's identity

- 3.1 The Commission has now made documentary identification of electors as mandatory. The electors are required to produce the electoral photo identity card (EPIC) to establish their identity. Those electors, who have not been issued with the identity card, or those who are unable to produce the identity card for

reasons beyond their control, should produce one of the alternative documents of identification specifically permitted by the Commission. In the constituencies, where Photo Elector Roll has been published, the photograph in the electoral roll will also be taken into account for identification. The Commission will issue **Public Notice** in this behalf at the time of every election. You must refer to the order issued by the Commission and enforce its compliance. The Polling Officer in-charge of identification must satisfy himself about the identity of the elector after examining the EPIC or the alternative documents, as the case may be, and in case of any doubt the elector should be directed to present himself before you. You should make a further probe to satisfy yourself about the identity of the elector. You should hand over the person to the police with a written complaint in case he is proved to be an impersonator. It may be noted that—

- a) minor discrepancies in the entries relating to elector's name, father's/mother's/husband's name, sex, age (only within 2/3 years) or address in the elector's photo identity card shall be ignored and the elector allowed to cast his vote so long as the identity of the elector can be established by means of that card,
 - b) any discrepancy in the serial number of the elector's photo Identity card as mentioned in the electoral roll shall be ignored.
- 3.2 As has already been explained in Chapter 5, an elector on entering the polling station will proceed direct to the first Polling Officer, who will be in-charge of the marked copy of the electoral roll and responsible for identification of electors. The Polling Officer should properly verify his identity as explained above. (It should be noted that carrying of unofficial identity slip by an elector does not guarantee the identity of the voter nor does it absolve the Polling Officer of his duty and responsibility of satisfying himself about the identity of such voter)
- 3.3 Usually, each voter brings with him an unofficial identity slip, which might have been issued to him by a contesting candidate or his agents. This slip will be on a plain white paper and may contain the name of the elector, his serial number in the electoral roll, part number of the electoral roll and the number and name of the polling station where he is to cast his vote. The slip ordinarily should not contain the name of the contesting candidate and/or the name of the party and/or the facsimile of symbol allotted to him (as that would amount to campaigning). If you come across any such slip, which has been issued by a contesting candidate or his party in violation of these instructions of the Commission and has been brought to the polling station by any elector, you should bring it to the notice of the polling agent of the candidate concerned forthwith for putting an immediate end to such violation.
- 3.4 The first Polling Officer in-charge of the marked copy of the electoral roll and identification of electors should not treat the identity of an elector established by the mere production of an 'Unofficial identity slip' which he brings to the polling station. Though such a slip will help in locating the entries relating to an elector in the electoral roll, it cannot be automatically taken for granted that the person producing the slip is that particular voter. Further an illiterate voter cannot read

the entries in the unofficial identity slip and satisfy himself that the slip held by him/her actually relates to him/her. Therefore, the first Polling Officer should simply take the slip and read out only the Serial Number of the entry of the elector in the electoral roll and not read out his/her name and other particulars from the slip. Thereafter, the Polling Officer should ask the person to announce his/her name loudly and if necessary other particulars relating to the entry so as to ensure that he/she is the genuine voter producing the identity slip. If full satisfaction is not obtained, the person may be directed to present himself before the Presiding Officer, who should make a further probe to satisfy himself about the identity of the elector. The Presiding Officer should not hesitate to hand over the elector to the police in case he is proved to be an impersonator.

- 3.5 In case there are large number of women electors especially 'pardanashin' (burqa clad) women, a woman Polling Officer may be appointed to carry out the above duties in a separate enclosure as instructed in Chapter-4.
- 3.6 Though normally a voter coming to a polling station is presumed to be genuine voter, this presumption is not irrebuttable. If from the surrounding circumstances like the difference in the age of the elector given in the electoral roll and the age of the person as ascertainable from his appearance, the Polling Officer entertains any doubt about the identity of the voter before him, he should satisfy himself about the real identity and the genuineness of the voter. In such a case he should not accept the identity of the voter on the mere production of the identity slip and should refer the matter to the presiding officer for his decision. Otherwise also, the Polling Officer should make test check of identity of voters with reference to unofficial identity slips brought by them.

4. List of dead, absent and allegedly bogus voters.

It is expected that polling agents may bring with them a copy of the list of the names of dead, absent and allegedly bogus voters. The contesting candidate or his party may supply similar list to you. If any person claims to be an elector, whose name is mentioned in that lists you shall check that person's identity rigorously with the help of his electoral photo identity card (EPIC) or one of the alternative documents of identification specifically permitted by the Commission. This will not amount to a formal challenge.

5. Challenging of identity

- (1) Any polling agent may challenge the identity of a person (see Rule 49 **Annexure A**) claiming to be a particular elector by first depositing a sum of five rupees in cash with the presiding officer for each such challenge.
- (2) On such deposit being made, the presiding officer shall-
 - (a) warn the person challenged of the penalty for personation;
 - (b) read the relevant entry in the electoral roll in full and ask him/her whether he/she is the person referred to in that entry;
 - (c) enter his name and address in the list of challenged votes in Form 10; and
 - (d) require him to affix his signature in the said list.

- (3) The presiding officer shall thereafter hold a summary inquiry into the challenge and may for that purpose—
 - (a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence of proof of his identity;
 - (b) put to the person challenged any questions necessary for the purpose of establishing his identity and require him to answer them on oath; and
 - (c) administer an oath to the person challenged and any other person offering to give evidence.
- (4) If, after the inquiry, the presiding officer considers that the challenge has not been established, he shall allow the person challenged to vote, and if he considers that the challenge has been established, he shall debar the person challenged from voting and hand that person over to the police personnel on duty to charge him under section 171F of IPC.
- (5) If the presiding officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to Government and in any other case return to the challenger at the conclusion of the inquiry.

6. Challenged votes

Every person whose name is entered in the electoral roll is entitled to vote at the election. Unless, there is a challenge by a candidate or his election or polling agents, or unless you are clearly satisfied that he is a bogus voter it should normally be presumed that the person claiming to be a voter and giving out the name and other details correctly is that voter. If there is a challenge or if you feel any reasonable doubt about the identity of the person from the surrounding circumstances, you should hold a summary inquiry and decide the question.

7. Challenge fee

You should not entertain any challenge to a voter's identity by a candidate or his election/polling agent until the challenger pays five rupees in cash. After the amount has been paid, furnish a receipt therefore to the challenger in the Form prescribed in **Annexure 8**. Warn the person challenged about the penalty for personation, read out the relevant entry in the electoral roll in full and ask him whether he is the person referred to in that entry, enter his name and address in the list of Challenged Votes (Form 10) and ask him to sign or affix his thumb impression thereof. If he refuses to do so, do not allow him to vote.

8. Summary inquiry

First ask the challenger to produce evidence to show that the person challenged is not the elector that he claims to be. If the challenger fails to adduce *prima facie* evidence in support of his challenge, disallow the challenge and allow him

person challenged to vote. If the challenger succeeds in making out a ***prima- facie*** case that the person is not the voter in question, you should call upon the latter to produce evidence to rebut the challenge i.e. to prove that he is the voter he claims to be. If he proves his claim by such evidence, allow him to vote. If he fails to do so, hold that the challenge has been established. In the course of the inquiry, you are free to ascertain the true fact from the village officer, the neighbours of the elector in question and any other person present at the polling station. While taking evidence, you may administer an oath to the person challenged or any other person offering to give evidence. In case the challenge has been established, you should hand over the person to the policeman on duty, together with your complaint, as in **Annexure 9**, addressed to the Station House Officer of Police Station in the jurisdiction of which your polling station falls.

9. Return or forfeiture of challenge fee

Immediately after the inquiry is over return the challenge fee of two rupees to the person, who made the challenge, after taking his receipt in Form 10 – “LIST OF CHALLENGED VOTES” and on the counterfoil of the relevant receipt in the receipt book, in every case, except where you are of the opinion that the challenge was frivolous or was not made in good faith. In the latter case, forfeit the challenge fee to Government and do not return it to the challenger and enter the word “forfeited” in Form 10 and the relevant counterfoil in the receipt book, instead of taking the depositor’s signature or thumb impression.

10. Clerical and printing errors in the roll to be overlooked

The particulars in respect of an elector as entered in the electoral roll are sometimes incorrectly printed or have become out of date e.g., regarding the exact age of the voter. You should overlook mere clerical and printing errors in any entry relating to an elector in the poll, provided that you are otherwise satisfied about the identity of the person claiming to be the elector, according to other particulars entered in electoral roll. When the electoral roll has been prepared in more than one language and the name of a person has not been included in the marked copy of the electoral roll, such a person should be allowed to vote if his name appears in the version of the electoral roll in the other language for the same area. An entry in respect of every such elector should be noted by you in ink on the marked copy of the electoral roll.

11. Eligibility of a voter not to be questioned

So long as the identity of a voter is established to your satisfaction he has the right to vote. No question can be raised at the polling station about the eligibility of such a person to be a voter. For instance, you are not entitled to hold any inquiry into the question whether he is over 18 years of age or ordinarily resides in the ward.

CHAPTER - 16

APPLICATION OF INDELIBLE INK AND OBTAINING SIGNATURE/ THUMB IMPRESSION OF ELECTOR BEFORE PERMITTING HIM TO RECORD HIS VOTE

1. Inspection of voter's left forefinger and application of indelible ink:

- 1.1 As soon as may be, after the identity of an elector has been verified by the first Polling Officer, and if there is no challenge as to the elector's identity, his left hand forefinger will be inspected by the second Polling Officer for any indelible ink mark thereon. If no mark is seen on the finger, the second Polling Officer shall mark the elector's left hand forefinger with indelible ink in the manner described in para 3.1 in Chapter 5 in such a way that a clear mark is left. If any elector refuses to allow his left forefinger to be inspected or marked in accordance with the instruction or has already such a mark on his left forefinger or does any act with a view to removing the ink, he shall not be allowed to vote.
- 12 In case it is noticed that an elector has applied any oily or greasy substance on his finger in order to neutralise the indelible ink mark to be put on his finger, such oily or greasy substance should be removed by the Polling Officer with the help of a piece of cloth or rug before putting indelible ink mark on the finger of that elector. Piece of cloth or rug will be supplied in the Presiding Officer's kit.
- 13 Previously such indelible ink mark was put on the elector's left forefinger after obtaining his signature/ thumb impression on the counterfoil of the ballot paper. Under the revised instruction of the Commission, such mark is now required to be made before obtaining the signature/ thumb impression of the elector, so that by the time the elector leaves the polling station after casting his vote, there is sufficient time gap for the indelible ink to dry up and develop a distinct indelible mark.
- 14 Further, before the elector leaves the polling station, his left forefinger should again be checked by the last polling officer, and if the elector has removed the ink or the ink mark is indistinct his left forefinger should again be marked with indelible ink.

2. Application of indelible ink at Fresh Poll (Re-poll)/Countermanded Poll

It is clarified that at the time of fresh poll(re-poll)/countermanded poll, the marking with indelible ink made during original poll should be ignored and fresh marking with indelible ink should be put on the voter's left hand middle finger in such a way that a clear mark is left.

3. Application of indelible ink when elector has no leftforefinger

It is clarified that if an elector has no left hand forefinger, then indelible ink should be applied on any such finger which he has on his left hand. Further, if he does not have any fingers on his left hand, the ink should be applied on his right hand forefinger, and if he has no right hand forefinger, on any other finger which he has on his right hand starting with his forefinger. If he has no fingers on either hand, ink should be applied on such extremity (stump) of his left or right hand as he possesses.

4. Record of electoral roll number of elector in Register of voters

4.1 After the left hand forefinger of the elector has been marked first time by the second Polling Officer in the manner explained in the preceding paragraph, he should maintain the record of such elector in the 'Register of Voters' (Form 11A) and obtain the signature/thumb-impression of the elector on that register.

4.2 Such record shall be maintained by the second Polling Officer in the Register of Voters in the following manner:-

- (i) In column (1) of the register of voters, the second Polling Officer will write down the serial numbers of electors in consecutive order, starting with serial number 1. (Generally the serial numbers of electors in consecutive order are already printed in the register.) Each page of the register contains 10 serial numbers. If the serial numbers are not already printed in column (1), he can write such serial numbers manually in advance on a few pages at the commencement of poll.
- (ii) In column (2) of the said register, the second Polling Officer will write down the electoral roll number (i.e., the serial number) of the elector as entered in the marked copy of the electoral roll. For example, if the name of the first elector who comes to vote at the polling station at the commencement of poll is entered at serial number 756 in the marked copy of the electoral roll, the Second Polling Officer will write down serial number 756 in the second column against serial No. 1 in the first column of the register of voters. Likewise, if the second voter's name is entered at serial number 138 in the electoral roll, the second Polling Officer will write serial number 138 in column 2 against serial number 2 in column 1 of the register, and so on. 4.3 After columns (1) and (2) of the register have been filled in respect of an elector in the manner described above, his signature/thumb-impression shall be obtained by the second Polling Officer in column (3) of that register.

5. Definition of Signature of elector

A signature may be described as the writing of a person's name on a document with the intention of authenticating that document. A literate person, while signing on the register of voters, will be required to write his name, i.e. both his name or names and his surnames in full or in any case his surname in full or names either in full or by means of initials of that name or names. The preferable course in the case of a literate voter will be to request him to sign his name, i.e., both his name

or names and his surname in full. If a literate person puts simply a mark and insists that, that mark should be taken as a signature, while claiming to be a literate person, then, that mark cannot be taken to be his signature because as stated above, signature means, in the case of a literate, the writing of the name of that person by himself in authentication of a document on which he writes his name. In such a case, if he refuses to sign his name in full as indicated above, then his thumb impression should be taken. If he refuses to give his thumb impression also, then he should not be allowed to vote under the foregoing paragraph4.

6 Thumb impression of elector

If an elector is unable to sign his name, the impression of his left hand thumb should be obtained on the register of voters. It should be obtained on the register of voters. It should be noted that it is not necessary for you or any Polling Officer to attest such thumb impression on the register.

In conformity with the rules regarding application of indelible ink, if the left hand thumb of the elector is missing, then the impression of right hand thumb should be taken. If thumbs on both hands are missing, the impression of one of the fingers of the left hand starting from the forefinger should be taken. If there are no fingers on the left hand, the impression of the finger of the right hand should be taken. If no fingers are available, the voter will naturally be unable to record his vote himself and will, therefore, necessarily have to seek assistance of a companion under rule 45 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012. In that case, the signature or thumb impression of the companion should be taken on the register of voters.

It is necessary that the thumb impression on the register of voters should be a clear thumb impression. The thumb of the voter should not be linked so lightly from the stamping pad that it gives only a faint or undecipherable impression. Nor should the thumb be linked so heavily that it gives a smudged impression instead of a clear thumb impression on the register.

After taking the thumb impression, the ink on the elector's thumb should be wiped off with the help of wet piece of cloth.

7. Signature/Thumb impression on the 'Register of Voters' by blind or infirm or leper electors:

Thumb impression of a blind or infirm elector or a voter suffering from leprosy, who are illiterate but can use their hands, should be obtained on the register of voters. In case any such voter is literate, he may be allowed to put his signature in place of thumb impression. In case of infirm voter, who cannot use either of his hands, his companion shall put his signature or thumb impression on the register. A note may be made against such entry in the register that signature or thumb impression is that of the companion.

8. Issue of voter's slip to elector

- 8.1 After an elector's left hand forefinger has been marked with indelible ink, the entry relating to him made in the register of voters and his signature/thumb impression obtained on that register, the second Polling Officer shall prepare a voter's slip for that elector in the following form:

Voter's Slip

<p>"General Election to North/South/ East Delhi Municipal Corporation" From Ward No.</p> <p>Serial No. of elector as per Col.(1) of the Register of voters.....</p> <p>Serial No. of elector as entered in the electoral roll.....</p> <p>Initials of Polling Officer.....</p>

- 8.2 These Voter's Slips will be supplied to you as one of the items of polling materials, in stitched bundles of hundred slips and/or fifty slips each, having regard to the number of electors assigned to your polling station.
- 8.3 The voter's slips prepared by the second Polling Officer in respect of each elector under paragraph 8.1 above shall be delivered by him to that elector and the elector shall be directed to proceed to you or, as the case may be, the third Polling Officer whoever is in-charge of the control unit of the voting machine.

CHAPTER - 17

RECORDING OF VOTES AND VOTING PROCEDURE

1. Procedure for voting by voting machines

- 1) Before permitting an elector to vote, the polling officer shall-
 - (a) record the electoral roll number of the elector as entered in the marked copy of the electoral roll in a register of voters in Form 11A;
 - (b) obtain the signature or the thumb impression of the elector on the said register of voters; and
 - (c) mark the name of the elector in the marked copy of the electoral roll to indicate that he has been allowed to vote;
 - (d) give details of the documents produced by the elector in proof of his/her identification where such proof has been asked for;

Provided that no elector shall be allowed to vote unless he has his signature or thumb impression on the register of voters.

- 2) Notwithstanding anything contained in sub-rule (1) (b) of Rule 51 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012, it shall not be necessary for any presiding officer or polling officer or any other officer to attest the thumb impression of the elector on the register of voters.

- 1.1 After the second Polling Officer has issued the Voter's Slip to the elector the elector will come to you or, as the case may be, the third polling officer in-charge of the control unit of the voting machine with the voter's slip. The elector will be allowed to vote only on the basis of such voter's slip. It is absolutely essential that the electors go to the voting compartment to record their votes in the voting machine in exactly the same sequence in which they have been entered in the register of voters. You or the polling officer in-charge of control unit should, therefore, allow a voter to proceed to the voting compartment strictly according to the serial number mentioned in the voter's slip.

- 1.2 If it has not been possible to follow such exact serial order in respect of any elector, due to any exceptional circumstance or unforeseen or unavoidable reason, a suitable entry showing the exact serial number at which he has voted should be recorded in the remarks column of the register of voters against the person concerned. Similar entries should also be made in respect of the subsequent voters whose serial order has been disturbed thereby.

2. Permitting elector to record vote

- 2.1 When the elector comes with the voter's slip to you or, as the case may be, the Third polling officer in-charge of control unit, the voter's slip will be taken from him and he will be allowed to vote.
- 2.2 All voter's slips collected from electors shall be carefully preserved and kept in a separate cover at the end of poll. The Returning Officer will provide a special cover for the purpose, which will be sealed and secured in the manner directed in Chapter 26.

- 2.3 Immediately after the voter slip has been collected from the elector, his left forefinger shall be checked by you/third polling officer in-charge of the control unit. If the indelible ink mark made thereon is indistinct or has been removed, the same shall be marked again, so as to leave a clear indelible mark.
- 2.4 The elector shall then be directed to proceed to the voting compartment to record his vote.

3. Voting procedure

- 3.1 To enable the elector to record his vote, the ballot unit(s) kept in the voting compartment has to be activated. For this purpose the 'Ballot' button on the control unit shall be pressed by you/third polling officer in-charge of that unit. On the 'Ballot' button being pressed, the 'Busy' lamp in the control unit will glow red and simultaneously the 'Ready' lamp on each ballot unit in the voting compartment will start glowing yellow. This will indicate that the ballot unit of the Electronic Voting Machine is now ready to record the vote according to the choice of the elector.
- 3.2 The elector will record his vote in the voting compartment by pressing the 'Blue Button' provided on the ballot unit against the name and symbol of the contesting candidate of his choice. When he presses that button, the lamp provided on the ballot unit against the name and symbol of that contesting candidate will start glowing red and yellow light on the ballot unit will go off. Also, a beep sound will be heard emitting out from the control unit. After a few seconds, the beep sound and the red light in the candidate's lamp on the ballot unit and the red light in the 'Busy' lamp on the control unit will also go off.
- 3.3 These visual and audio signs are indicative of the fact that the voter inside the voting compartment has recorded his vote. The voter should forthwith come out of the voting compartment and leave the polling station.
- 3.4 The above procedure will be repeated in respect of all electors. It should be ensured that only one voter at a time goes inside the voting compartment to vote. It should also be ensured that after an elector records his/her votes, the 'Ballot' button on the control unit is pressed for the next voter only when the earlier voter has come out of the voting compartment.

4. Tallying of number of votes polled periodically

- 4.1 At any time, if the total number of votes polled upto that time has to be ascertained, the 'Total' button on the control unit should be pressed. The display panel on the control unit will then show the total number of votes polled by that time. This should be periodically done and tallied with the number of electors allowed to vote upto that time as reflected in the register of voters.
- 4.2 In any event, you must ascertain and tally the number of votes polled during every two hours interval and record the number of votes polled in the relevant columns in the Presiding Officer's diary. The 'Total' button should be pressed only when the busy lamp is not on, i.e. only after the elector allowed to vote has recorded his vote, and before the next elector is allowed to vote by pressing the

Ballot button. Otherwise the figure showing the total number of votes polled by that time will not appear on the Display Panel.

5. Presiding Officer's entry in the voting compartment during poll

(Rule 56 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012):-

- (1) The presiding officer, may whenever he considers it necessary to do so, enter the voting compartment during poll and take such steps as may be necessary to ensure that the balloting unit is not tampered or interfered with in anyway.
- (2) If the presiding officer has reason to suspect that an elector who has entered the voting compartment is tampering or otherwise interfering with the balloting unit or has remained inside the voting compartment for unduly long period, he shall enter the voting compartment and take such steps as may be necessary to ensure the smooth and orderly progress of the poll.
- (3) Whenever the presiding officer enters the voting compartment under this rule, he shall permit the polling agents present to accompany him if they sodesire.

5.1 It may happen sometimes that you may have a suspicion or reason to suspect that the ballot unit kept in the screened voting compartment is not functioning properly or that an elector who has entered the voting compartment is tampering with or otherwise interfering with the ballot unit or has committed any mischief by pasting any paper, tapes etc., on the symbol/names/ballot button or has remained inside the voting compartment for unduly long period. You have a right under Rule 56 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) to enter the voting compartment for making an inspection of ballot unit (BU) in such cases and to take such steps as may be considered necessary by you to ensure that the ballot unit is not tampered with or interfered with in any way and that the poll progresses smoothly and orderly. But you have to be careful that whenever you enter the voting compartment, you shall permit the polling agents present to accompany you if they sodesire.

5.2 However, you must not enter the voting compartment at the time of polling to explain to the illiterate voters about how to use EVM. The Returning Officer have been instructed to supply a printed sample of EVM ballot unit pasted on a cardboard (real size) to all the Presiding Officers alongwith other polling materials at the time of dispatch. While printing such model ballot unit, he will take care to ensure that only dummy name and dummy symbols that are not in use are used and not any real names or symbols. It will be printed in colour so that "blue button, "yellow light" and "red light" etc are clearly represented. Whenever any voter asks for help or expressed inability to vote using EVM, you can explain to him the voting process using the cardboard model of the EVM ballot unit in such a manner that the voter is able to understand. This will be done outside the voting compartment only in the presence of polling agents and never inside the voting compartment. You or your other polling staff shall not frequent the voting compartment, as that may give scope for complaints.

CHAPTER - 18

MAINTENANCE OF SECRECY OF VOTING BY ELECTORS

1. Maintenance of secrecy of voting by electors within the polling station and voting procedures

- (1) Every elector who has been permitted to vote under rule 51 shall maintain secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down.
- (2) Immediately on being permitted to vote, the elector shall proceed to the presiding officer or the polling officer in charge of the control unit of the voting machine who shall, by pressing the appropriate button on the control unit, activate the balloting unit for recording of elector's vote.
- (3) The elector shall thereafter forthwith-
 - (a) proceed to the voting compartment;
 - (b) record his vote by pressing the button on the balloting unit against the name and symbol of the candidate for whom he intends to vote; and
 - (c) come out of the voting compartment and leave the polling station.
- (4) Every elector shall vote without undue delay.
- (5) No elector shall be allowed to enter the voting compartment when another elector is inside it.
- (6) If an elector who has been permitted to vote under rule 51 or rule 55 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 refuses after warning given by the presiding officer to observe the procedure laid down in the said rules, the presiding officer or a polling officer under the direction of the presiding officer shall not allow such elector to vote.
- (7) Where an elector is not allowed to vote under sub-rule (6), a remark to the effect that voting procedure has been violated shall be made against the elector's name in the register of voters in Form 11A by the presiding officer under his signatures.

CHAPTER - 19

VOTING BY BLIND AND INFIRM VOTERS

1. Recording of votes by blind or infirmelectors

- (1) If the presiding officer is satisfied that owing to blindness or other physical infirmities an elector is unable to recognize the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button thereon without assistance, the presiding officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes:-

Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day:

Provided further that before any person is permitted to act as the companion of an elector on any day under this rule, that person shall be required to declare that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any other polling station on that day.

- (2) The presiding officer shall keep a record in Form 10A of all cases under this rule.

This record of blind and infirm voters in Form 10 A will be kept in a packet superscribed as “**NON-STATUTORY COVERS**” and deposited at the Collection Centre after close of the poll.

- 1.2 You shall also ensure that none of your polling staff acts as a companion to the blind elector to record vote on his behalf. (see rule 53 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012).

CHAPTER - 20

ELECTORS DECIDING NOT TO VOTE

1. Elector deciding not to vote

If an elector, after his electoral roll number has been duly entered in the registered of voters in Form 11 A and has put his signature or thumb impression thereon as required under sub-rule (1) of the rule 54 (**Annexure 1**), decides not to record his vote, a remark to the effect shall be made against the said entry in form 11 A by the presiding officer and the signature or thumb impression of the elector shall be obtained against such remark. **You shall put your full signature below that remark.**

- 1.1 It shall, however, not be necessary to make any change in the serial number of the elector or of any succeeding electors in column (1) of the Register of Voters.
- 1.2 If the "Ballot" button on the control unit has been pressed to make the ballot unit ready for recording a vote by an elector but he refuses to vote, either you/third Polling Officer, whoever is in-charge of the control unit, should direct the next voter straightaway to proceed to the voting compartment to record his vote. If the "Ballot" button on the control unit has been pressed to release voting on the ballot unit for the last elector but he refuses to vote, in that case as a first step, you/third Polling Officer, whoever is in-charge of the control unit shall put the 'Power' switch in the rear compartment of the control unit to 'OFF' position and disconnect the ballot unit(s) from the control unit. In the second step, after disconnecting the ballot unit(s) from the control unit the 'Power' switch should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional to close the poll. If this whole process is not followed in such a case, the "Close" button will not be functional and without closing the control unit, it will not give the result, because the 'Result' button will also become functional only after the 'Close' button is pressed.

CHAPTER - 21

VOTING BY PUBLIC SERVANTS ON ELECTION DUTY

1. Facilities for public servants on election duty

- 1.1 The provisions of rule 64(5) of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 shall not apply to any person who produces at the polling station an election duty certificate in Form 13A and seeks permission to cast his vote at that polling station although it is different from the one where he is entitled to vote.
- 1.2 Presiding Officers, polling Officers, or other public servants on election duty in the ward in which they are registered as electors have been given the right to opt to vote in person in a polling station in which they are on election duty, if they so desire, and not by postal ballot. Any such voter opting to vote in person has to apply to Returning Officer in Form, for such facility. The Returning Officer on being satisfied that the person is entitled to the concession will grant him Election Duty Certificate in Form 13A.
- 1.3 No steps for identification of such person are required. He may be allowed to vote as under:-
 - (i) on production of election duty certificate, obtain thereon the signature of the person producing the same.
 - (ii) have the person's name and electoral roll number as mentioned in the certificate entered at the end of the marked copy of electoral roll; and
 - (iii) Permit him to vote in the same manner as for an elector entitled to vote at that polling station.
2. The issue of E.D.C, to a voter on election duty/reserve duty is intended to enable him to vote personally at the polling station where he is/ would be posted on election duty. If for any reason, the posting of a person on election duty/reserve duty is cancelled/not made after the entry E.D.C. is made against his name in the marked copy of electoral roll, he should not be deprived of his right to exercise his vote. Such a person whether an election official or any other public servant on election duty to whom an E.D.C. has been issued should be allowed to cast his vote at any polling station other than the one in which but for the issue of such election duty certificate he would have been entitled to vote, including the polling station where he was originally posted for duty.

CHAPTER - 22

TENDERED VOTES

1. Tendered Votes

- (1) If a person representing himself to be a particular elector seeks to vote after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the presiding officer may ask, be, instead of being allowed to vote through the balloting unit, supplied with a tendered ballot paper which shall be of such design, and the particulars of which shall be in such language or languages as the Commission may specify.
- (2) Every such elector shall, before being supplied with tendered ballot paper, write his name against the entry relating to him in Form 11B.
- (3) On receiving the ballot paper, he shall forthwith-
 - (a) Proceed to the voting compartment;
 - (b) record there his vote on the ballot paper by placing a cross mark 'X' with the instrument or article supplied for the purpose on or near the symbol of the candidate for whom he intends to vote;
 - (c) fold the ballot paper so as to conceal his vote;
 - (d) Show to the presiding officer, if required, the distinguishing mark on the ballot paper;
 - (e) give it to the presiding officer who shall place it in a cover specially kept for the purpose; and
 - (f) leave the polling station.
- (4) If, owing to the blindness or physical infirmities, such elector is unable to record his vote without assistance, the presiding officer shall permit him to take with him a companion, subject to the same condition and after following the same procedure as laid down in rule 55 of Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) for recording the vote in accordance with his wishes.

2. Account of tendered ballot papers

You shall keep a correct account of all ballot papers (i) received for use as tendered ballot papers, (ii) issued as such to electors, and (iii) not used and returned, in Item 8 of Part I of Form 11C.

3. Record of Voters to whom tendered ballot papers issued

You shall also maintain complete record of the electors who have been issued with tendered ballot papers, in Form 11B. You shall also obtain the signature or thumb impression of the elector in Column (5) of that Form before delivering a tendered ballot paper to him.

4. Recording of vote on tendered ballot paper

- 4.1 While delivering a tendered ballot paper to the elector, you shall also supply an inked arrow cross mark rubber stamp to him. This stamp is the same which was used for marking ballot papers in the conventional system of voting using ballot papers and ballot boxes for the purpose. This stamp will be supplied as one of the items of polling materials for use at the polling station.
- 4.2 You shall, at the close of the poll, prepare an account of votes recorded in form 11C and enclose it in a separate cover with the words "Account of Votes Recorded" superscribed thereon.

CHAPTER - 23

ADJOURNMENT/STOPPAGE OF POLL DUE TO RIOT, BOOTH CAPTURING, ETC.

1. Adjournment of Poll due to Riot,etc.

1. Under Rule 35 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012, the Presiding Officer of a polling station is empowered to adjourn the poll on account of:—

- (i) a natural calamity like flood, heavy snowfall, a severe storm and the like, or
- (ii) non-receipt or loss or damage to essential polling materials like voting machine, authentic copy of electoral roll and the like,or
- (iii) disturbance of peace at the polling station making it impossible to take the poll,or
- (iv) non-arrival of the polling party at the polling station due to obstruction on the way or any other serious difficulty,or
- (v) any other sufficientcause.

- 2.1 If there is a riot or any attempt of open violence, use the police force to control the same. If, however, it cannot be controlled and it is impossible to continue the poll, you should adjourn the poll. As stated above, the poll should also be adjourned if the taking of the poll is rendered impossible on account of any natural calamity or other sufficient cause. A passing shower of rain or strong wind would not normally be a sufficient cause for adjournment of poll. The discretion given to you to adjourn the poll should be exercised most sparingly and only in cases where it has become physically impossible to take thepoll.

- 2.2 In every case of adjournment of poll, you must report immediately the full facts to the Returning Officer. Wherever a poll is adjourned, announce formally to all, who are present at the polling station, that the poll will be taken on a day to be notified subsequently by the ElectionCommission.

- 2.3 Both the units of the voting machine and all election papers should be sealed and secured in the presence of the polling agents as if the poll has come to a close in the normalway.

3. Procedure of adjournment ofpoll

- 3.1 if the poll at any polling station is adjourned under rule 35, the provisions of rules 58 to 63 (**Annexure 1**) shall, as far as practicable, apply as if the poll was closed at the hour fixed in that behalf under rule34.

- 3.2 When an adjourned poll is recommended under rule 35, the electors who have already voted at the poll so adjourned shall not be allowed to vote again.
- 3.3 The returning officer shall provide the presiding officer of the polling station at which such adjourned poll is held, with the sealed packets containing the marked copy of the electoral roll, register of voters in Form 11 A and a new voting machine or machines, as the case maybe.
- 3.4 The presiding officer shall open the sealed packet in the presence of the polling agents present and use the marked copy of the electoral roll for marking the names of the electors who are allowed to vote at the adjourned poll.
- 3.5 The provisions of rules 40 to 63 shall apply in relation to the conduct of an adjourned poll before it was so adjourned.

4. Completion of adjourned poll.

- 4.1 Where the poll has been adjourned at a polling station the adjourned poll will recommence on the date and time fixed by the Election Commission from the stage at which it was left immediately before the adjournment, i.e. the electors, who have not already voted before the poll was adjourned, will alone be permitted to vote at the adjourned poll. The Returning Officer will provide the Presiding Officer of the polling station, at which such adjourned poll is taken, with the sealed packets containing the same marked copy of the electoral roll and the register of voters in Form 11A, which were earlier used at that polling station, and a new voting machine.
- 4.2 Before the recommencement of the adjourned poll, the sealed packet containing the marked copy of the electoral roll and the register of voters should be reopened by you in the presence of the contesting candidates or their agents, who may be present at the polling station, and this very marked copy of the electoral roll and the register of voters should be used for completion of adjourned poll.
- 4.3 Where the poll could not be commenced due to non-arrival of the polling party or other reasons, the provisions of abovementioned rules will apply to every such adjourned poll as they apply to the original poll.
- 4.4 The provisions of Rules 40 to 63 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012 (**Annexure 1**) shall apply in relation to the conduct of an adjourned poll before it was so adjourned.

Where the poll could not be commenced due to non-arrival of the polling party or other reasons, the provisions of abovementioned rules will apply to every such adjourned poll as they apply to the original poll.

4. Stoppage of poll for failure of voting machine booth capturing etc.,

4.1 The Election Commission is competent to declare the poll at a polling station to be void and direct a fresh poll, if at that polling station:—

- (i) any voting machine has been unlawfully taken away by any unauthorised person, or
- (ii) any voting machine has been accidentally or intentionally destroyed or lost or damaged or tampered with and the result of the poll at that polling station cannot be ascertained for that reason, or
- (iii) any voting machine develops a mechanical failure during the course of the recording of votes, or
- (iv) any error or irregularity in procedure, which may vitiate the poll, has been committed, or
- (v) there has been booth capturing.

4.2 If any such thing happens at your polling station, you should report full facts forthwith to the Returning Officer, who will, in turn, report the matter to the Election Commission for its directions.

4.3 After considering all material circumstances, if the Commission directs fresh poll to be taken at a polling station, such fresh poll shall be taken in the same manner as the original poll.

4.4 All electors entitled to vote at the polling station in question will be entitled to vote again at the fresh poll. The marks of the indelible ink made at the original poll should be ignored at the fresh poll. The Commission has directed that the mark of the indelible ink, in case of a fresh poll, should be put on the voter's left hand middle finger to distinguish the marks to be made at the fresh poll from those already made at the original poll.

5. Closing of voting machine in case of booth capturing

5.1 Rule 63 (**Annexure 1**) proceeds that where the presiding officer is of opinion that booth capturing is taking place at a polling station or at a place fixed for the poll, he shall immediately close the control unit of the voting machine to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit.

5.2 You should resort to closing the voting machine as mentioned above only when you are certain that the booth capturing is taking place and not on a mere apprehension or suspicion about the possibility of booth capturing. This is so because once the control unit is closed by pressing the close button, the voting machine will not record any further votes and the poll will have to be necessarily adjourned either for the day or temporarily till the new voting machine is provided to you for the conduct of further poll at the polling station.

- 5.3 As soon as possible after you have closed the voting machine under aforesaid rules, you should immediately report the matter with full facts to the Returning Officer. The Returning Officer shall, in turn, report the full facts of such case to the Election Commission through the fastest means of communication available.
- 5.4 The Election Commission shall, on receipt of a report from the Returning Officer under sub-rule 36 (1)(a) after taking a material circumstances into account, either :—
- (a) declare that the poll at that place shall be void and appoint a day, and fix the hours of taking fresh poll at that place and notified that date so appointed and hours so fixed in such manner as it may deem fit; or
 - (b) if satisfied that in view of the large number of places involved in booth capturing, the result of the election is likely to be affected, or that booth capturing had affected counting of votes in such a manner as to affect the result of the election; countermand the election in thatward.
- 5.5 Where the poll is adjourned/stopped for the day by the closure of the voting machine under para 5.1 above, the voting machine and all election paper shall be sealed and secured in the same manner as on the close of poll.
- 5.6 Further steps to complete the adjourned poll or conduct a fresh poll, as the case may be, as directed by the Commission, shall be taken in accordance with the procedure already mentioned above.

CHAPTER - 24

CLOSE OF POLL

1. Voting by Persons present at Polling Station at ClosingHour

- 1.1 The poll should be closed at the hour fixed for the purpose, even if for certain unavoidable reason it had commenced somewhat later than the hour appointed for the commencement of poll. But this will not mean that after the hour fixed for closing the poll, no elector will be allowed to cast his vote. You have to keep in mind that all electors, who are present at the polling station at the hour appointed for the close of poll, should be permitted to cast their votes even if the poll has to be continued for sometime beyond the appointed closinghour.
- 1.2 A few minutes before the hour appointed for closing the poll, announce to all those within the limits of the polling station who are waiting to vote that they will be allowed to record their votes in turn. Distribute to all such electors, slips signed by you in full, which should be serially numbered from serial No. 1 onwards according to the number of electors standing in the queue at that hour. Continue the poll even beyond the closing hour until all these electors have cast their votes. Depute police or other staff to watch that no one is allowed to join the queue after the appointed closing hour. This can be effectively ensured if the distribution of slips to all such electors is commenced from the last elector standing in the queue and proceeded backwards towards its head. You will be supplied Pre-Printed Serial Numbered Slips (about 200 slips for each polling station) as per sample **(Annexure 15)** alongwith the othermaterial.

2. Closing of poll

- (1) The Presiding Officer shall close a polling station at the hour fixed in that behalf under rule 57 **(Annexure 1)** and shall not thereafter admit any elector into the pollingstation:

Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

- (2) If any question arises whether an elector was present at the polling station before it was closed, it shall be decided by the presiding officer and his decision shall befinal.

3. Closing the Control Unit of VotingMachine

- 3.1 For closing the poll after the last voter has recorded his vote, the voting machine has to be closed so that no further recording of votes in the machine is possible. For that purpose, you should press the 'Close' button on the control unit. When the 'Close' button is pressed the display panels on the control unit will show the total number of votes recorded in the voting machine till the end of the poll (but notthecandidate-wisetally).Thetotalnumberofvotesrecordedinthemachine

should be immediately noted in Item 5 of Part I of Form 11C. You should thereafter disconnect the ballot unit from the control unit and put the power switch to 'OFF' position in the rear compartment of the control unit.

- 3.2 The 'Close' button is provided in a compartment in the result section below the blue coloured rubber cap on the left side of its outer cover and can be reached by simply pulling out the rubber cap. The rubber cap should be replaced after the 'Close' button has been pressed and the poll closed.
- 3.3. Once the 'Close' button is pressed, the voting machine will not accept any further votes. Therefore, before pressing the 'Close' button, you should be extremely cautious and absolutely certain that no elector, who was present at the hour fixed for the close of poll, remains to vote.
- 3.4 You should also note that the 'Close' button will function only when the 'Busy' lamp on the control unit is not on, i.e., only after the last elector allowed to vote has recorded his vote (by pressing the blue button on the Ballot unit). If the 'Busy' lamp is on by reason of the 'Ballot' button having been pressed by mistake after the last elector has recorded his vote or such last elector refusing to record his vote after the 'Ballot' button has been pressed for him, the 'Busy' lamp can be put off by switching off the 'Power' switch in the rear compartment of the control unit and disconnecting the ballot unit(s) from the control unit. After disconnecting the ballot unit(s) from the control unit the 'Power' should again be put 'ON'. Now the 'Busy' lamp will go off and the 'Close' button will become functional.

CHAPTER - 25

ACCOUNT OF VOTES RECORDED

1. Preparation of account of votes recorded

- 1.1 The presiding officer shall, at the close of the poll, prepare an account of votes recorded in Form 11C (see rule 58) and put it in a separate cover with the words "Account of Votes Recorded" superscribed thereon.
- 1.2 As already explained in the preceding chapter, the total number of votes recorded in the voting machine at the close of poll shall be ascertained by pressing the 'Close' button. If necessary, that button can again be pressed to get the required information.
- 1.3 You must not forget that the total number of votes recorded in the voting machine must be equal to the total number of voters registered as per column (I) of the Register of Voters (Form 11A) minus the number of voters who decided not to vote (as per the remarks column of that register) and also minus the number of voters not allowed by you to vote for violating the secrecy of voting/procedure of voting (as per the remarks column of the said Register).
- 1.4 A sample account of votes recorded as prepared in Part I of Form 11C is given for your guidance at **Annexure 11**.
- 1.5 The account of votes recorded in Form 11C should be kept by you in a separate cover with the words 'Account of Votes Recorded' superscribed therein.
- 1.6 You should allow the polling agents to note at the close of poll the contents of ballot paper account prepared by you in Part I of Form 11C.

2. Declaration to be made at the close of poll

- 2.1 The Commission has devised a declaration (**Part III, Annexure 7**) which should be made and completed by you at the close of poll.

CHAPTER - 26

SEALING OF THE VOTING MACHINE AFTER CLOSE OF POLL

1. Sealing of voting machine afterpoll

- (1) As soon as practicable after the closing of the poll, the presiding officer shall close the control unit to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit. (see rule 59 **Annexure1**)
- (2) The control unit and the balloting unit shall thereafter be sealed and secured separately in such manner as the Commission may direct and the seal used for securing them shall be so affixed that it will not be possible to open the units without breaking theseals.
- (3) The polling agents present at the polling station, who desire to affix their seals, shall also be permitted to doso.

- 2 For sealing and securing the voting machine, the power switch in the control unit should first be switched 'OFF' and then the ballot unit(s) and the control unit should be disconnected. The ballot unit(s) and the control unit should now be put back in their respective carryingcases.
- 3 Each carrying case should then be sealed at both ends by passing a thread through the two holes provided for the purpose on both sides of the carrying case and putting thread seal with an address tag showing the particulars of the election, the polling station and the unit contained therein and carrying the Presiding Officer's dated signatures and seal onit.
- 4 The particulars on the address tag on the control unit and ballot unit shall be the same as mentioned in para 2(1) of chapter 3. The contesting candidates or their polling agents, who are present at the polling station and desirous of putting their seals on the address tag, should also be allowed to doso.
- 5 The names of the contesting candidates/polling agents who have affixed their seals on the address tags on the carrying cases of the ballot unit(s) and control unit should also be noted by you in the declaration which you have to make at the close of the poll vide Part IV of **Annexure7**.

CHAPTER - 27

SEALING OF ELECTION PAPERS

1. Sealing of other packets (See rule 60 Annexure 1)

- (1) The presiding officer shall, then, make into separate packets:-
 - a) the marked copy of the electoral roll;
 - b) the register of voters in Form 11A;
 - c) the cover containing the tendered ballot papers and the list in Form 11B;
 - d) the list of challenged votes in Form 10;
 - e) the unused ballot papers kept for issue as tendered ballot paper; and
 - f) any other papers directed by the Commission to be kept in a sealed packet.
- (2) Each such packet shall be sealed with the seal of the presiding officer and with the seal either of the candidate or of his election agent or of his polling agent who may be present at the polling station and may desire to affix his seal thereon.

2. Packing of 'statutory covers' and 'non-statutory covers' and election materials:

In order to avoid delay and inconvenience of waiting at the place for depositing sealed voting machine, election papers and all other materials, you are advised to pack the covers and other materials in four separate large packets, as explained below, and hand them over at the place appointed for receipt thereof.

- A. The first packet should contain the sealed covers mentioned below and should be superscribed as "STATUTORY COVERS":
 - (i) the sealed cover containing the marked copy of the electoral roll;
 - (ii) the sealed cover containing the register of voters;
 - (iii) the sealed cover containing voter's slips;
 - (iv) the sealed cover containing unused tendered ballot papers;
 - (v) the sealed cover containing the used tendered ballot papers and the list in Form 11B.

Even if a statement or record to be put in any cover mentioned above is nil, a slip noting on it that the statement or record is "Nil" may be put in the cover and the total number of five covers made ready so that no necessity arises for the receiving official at the receiving centre to enquire about the non-production of any of the sealed covers to be received by him.

- B. The second packet should contain the following covers and should be superscribed as "NON-STATUTORY COVERS":

- (i) the cover containing the copy or copies of electoral roll (other than the marked copy);
- (ii) the cover containing the appointment letters of polling agents in Form 10;
- (iii) the cover containing the election duty certificate in Form 13-A;
- (iv) the sealed cover containing the list of challenged votes in Form 10;
- (v) the cover containing the list of blind and infirm electors in Form 10- A and the declarations of the companions;
- (vi) cover containing the receipt book and cash, if any, in respect of challenged votes;
- (vii) cover containing unused and damaged paper seals;
- (viii) cover containing unused voter's slips;
- (ix) cover containing unused and damaged special tags; and
- (x) cover containing unused and damaged strip seals.

C. The third packet should contain the following items:

- (i) the Handbook for Presiding Officer;
- (ii) Manual of Electronic Voting Machine;
- (iii) indelible ink set (with stopper having been secured on each phial effectively with molten candle or wax applied thereon to prevent leakage or evaporation);
- (iv) self-inking pads;
- (v) the metal seal of the Presiding Officer;
- (vi) the arrow cross-mark rubber stamp for marking tendered ballot papers;
- (vii) Cup for setting the indelible ink.

D. All the other items, if any, should be packed into the Fourth packet. Each of the five smaller covers/packets to be included in the first packet marked "STATUTORY COVERS" should be sealed. The other smaller covers/packets containing various non-statutory papers and items of election materials to be included in the second, third and fourth packets marked "NONSTATUTORY COVERS" may be prepared separately, but need not be sealed (except the cover containing the list of challenged votes in Form 10) in order to save time. All these unsealed covers and the sealed cover, containing list of challenged votes in Form 10, should simply be placed in the respective bigger covers along with a check memo

signed by you. These three bigger packets need not be sealed; but may be properly secured by means of pins or thread so that the contents may be checked at the collection centres. The first packet marked "Statutory Covers" should, however, be sealed by you after checking of the contents at the collectioncentre.

CHAPTER - 28

PREPARATION OF THE DIARY AND DELIVERY OF VOTING MACHINES AND ELECTION PAPERS AT COLLECTION CENTRES

1. Preparation of the diary

- 1.1 You should record the proceedings connected with the taking of the poll in the polling station in the diary to be maintained for the purpose. The proforma of diary is reproduced at **Annexure 12**. However, you will be furnished with a duly serially numbered proforma of the diary and that proforma alone should be used by you.
- 1.2 You must go on recording the relevant events as and when they occur. You should mention all important events therein. You should be careful while recording the events in the diary. If any incident takes place at the polling station, which is not reported by you, but is reported by any other source, the Election Commission shall certainly take necessary action in the matter. This will create a very embarrassing and serious situation for you. The Election Commission may even contemplate taking disciplinary action against you.
- 1.3 Keep on making necessary entries in the relevant columns of the diary at regular intervals or from time to time as envisaged. It has been observed in many cases that the Presiding Officers do not make the entries in the relevant columns of the diary at regular intervals or from time to time as envisaged, and fill in all entries and complete the diary at the end of the poll. This is highly objectionable. It should be noted that any lapse on your part in the proper maintenance of diary at all points of time during the process of poll will be very seriously viewed by the Commission.

2. Transmission of Voting machine and election papers to the Returning Officer

- (1) the presiding officer shall then deliver or cause to be delivered to the returning officer, at such place as the returning officer may direct:-
 - (a) the voting machine;
 - (b) the account of votes recorded in Form 11C;
 - (c) the sealed packets referred to in Rule 60; and
 - (d) all other papers used at the poll.
 - (2) the returning officer shall make adequate arrangements for the safe transport of the voting machine, packets and other papers for the safe custody until the commencement of the counting of votes.
- 2.1 After the voting machine and all election papers have been sealed and secured by you after the close of poll in the manner explained in Chapters 26 and 28, you have to deliver them or cause them to be delivered at such place (collection

centres) as the Returning Officer may direct and in accordance with such arrangements as the Returning Officer may make.

3. You will hand over to the Official-in-charge of the collection centre the following twelve items of election records and materials and obtain areceipt:-

- (i) the control unit and ballot unit(s) of the voting machine duly sealed in their respective carryingcases;
- (ii) the cover containing the account of votes recorded and paper seal account (Form11C);
- (iii) the cover containing the declarations of the PresidingOfficer;
- (iv) the cover containing the Presiding Officer'sdiary;
- (v) VisitSheet
- (vi) 16-Point Observer'sReport
- (vii) the first packet superscribed "STATUTORY COVERS"(containing 5 covers);
- (viii) the second packet superscribed "NON-STATUTORY COVERS"(containing 11covers);
- (ix) the third packet containing 7 items of electionmaterials;
- (x) material for votingcompartment;
- (xi) lantern, ifsupplied;
- (xii) waste paperbasket;
- (xiii) cloth bag to carry polling materials;and
- (xiv) fourth packet containing all other items, if any. All the above items will be cleared by the receiving official(s) at the collecting centre in your presence and there after you will berelieved.

CHAPTER - 29

BRIEF GUIDELINES FOR THE PRESIDING OFFICERS/POLLING OFFICERS

1. Maintain close relation with members of your polling party. Unless there is team work, your task becomes more difficult.
- 2.1 Ensure that:—
 - (a) you have been supplied with the control unit and the requisite number of ballot units of the voting machine and the same are allotted to and meant to be used at your polling station;
 - (b) appropriate ballot paper has been duly affixed and properly aligned on each ballot unit;
 - (c) slide switch on each ballot unit has been set to appropriate position;
 - (d) the candidate set section of the control unit and each ballot unit are duly sealed and address tags are firmly attached to each of them.
- 2.2 Ensure that all the polling materials have been given to you.
- 2.3 Check particularly the Register of voters, voter's slips, ballot papers to be used for tendered votes, arrow cross mark rubber stamp for marking tendered Votes, yellow paper seals, sealing wax, indelible ink, etc.
- 2.4 Compare marked copies of electoral roll with other copies and see that all copies are identical and that marked copy of electoral roll contains no mark other than 'PB'. 2.5 See that:-
 - (i) deletions of names and corrections as per supplement have been incorporated in all copies of electoral roll;
 - (ii) all pages of working copy of roll are serially numbered in manuscript;
 - (iii) printed serial numbers of voters are not corrected in ink and no new number substituted manually.
- 3.1 Arrive at least 2 hours before the hour fixed for the commencement of poll at the Polling Station.
- 3.2 Set up polling station as per model lay out as far as practicable.
- 3.3 Ensure separate entrance and exit for voters at polling station.

4. On the day of Poll, display outside your polling station– A notice specifying the polling area, copy of the list of contesting candidates.
5. If any Polling Officer appointed for your polling station is absent from the polling station, ask the Returning Officer/Sector Officer to provide you another Official out of Reserve Staff immediately.
6. Start preparation of voting machine including conduct of mock poll at least one hour before the hour fixed for the commencement of poll.
- 7.1 Interlink ballot units and control unit
- 7.2 Put the power switch to 'ON' position in the rear compartment of control unit.
- 7.3 Secure the rear compartment of the control unit by tying a thin wire and giving it a few twists or with the help of a twine thread and tying a knot.
- 7.4 Show to all the polling agents, who are present at the polling station that the voting machine is clear and no vote is already recorded therein.
- 7.5 Conduct a mock poll with the help of Polling Officers/contesting candidates/polling agents to record a few votes for each of the candidates.
- 7.6 Clear the data in the machine after conducting the mock poll and showing the result of such mock poll to all present.
- 8.1 Fix yellow paper seal(s) in the frame on the door of the inner compartment of result section of control unit.
- 8.2 Close the door of the inner compartment of result section in such a way that the two open ends of the paper seal project outwards from the sides of the inner compartment.
- 8.3 Put your full signature on the white surface of the yellow paper seal below the printed serial number.
- 8.4 Obtain the signatures of polling agents, who are present at the polling station and are desirous of putting their signatures on the paper seal. Allow them to note the serial number of paper seal.
- 8.5 Seal the door of the inner compartment of result section of control unit with special tag.
- 9.1 Close the outer cover of result section of control unit and seal it. Thereafter attach an address tag thereto firmly.
- 9.2 Secure and seal the Control Unit from outside completely with the strip seal.

- 9.3 Allow the polling agents also to affix their seals on the outer cover of result section of control unit.
- 10.1 Place the ballot unit(s) in the voting compartment. Place the control unit on your table or on the table of Third Polling Officer, whosoever is given the charge of control unit, as the case maybe.
- 10.2 The interconnecting cable should be so routed that it does not obstruct the movement for voters inside the polling station and they have not to tread or trip over it, but the entire length of the cable should be visible and under no circumstances be concealed under the cloth or under the table.
- 11.1 Demonstrate to the polling agents present that the marked copy of the electoral roll does not contain any entries other than PB.
- 11.2 Demonstrate also that the Register of Voters (Form 11A) does not contain any entry beforehand.
12. Read out the declaration and sign it before the commencement of poll.
- 13.1 Commence the poll at the appointed hour positively.
- 13.2 Warn every one, who is present at the polling station, to maintain absolute secrecy of voting by reading out aloud Section 23 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011.
14. Allow only one polling agent of a contesting candidate inside the polling station at any given time.
15. Ensure free and fair poll.
16. Show due courtesy and regard to the observer appointed by the Commission and furnish all the information required by him. Show same courtesy and regard to the micro-observer present at your polling station.
17. Canvassing within one hundred meters of the polling station is an offence.
18. Smoking inside polling station is prohibited. Be careful that neither you nor your Polling Officers nor anybody else in the polling station including the polling agents smoke inside the polling station.
19. Do not give any special treatment to any VIP or celebrity coming to cast vote.

20.1 The duties of Polling Officers, where there are one Presiding Officer and three Polling Officers, are as under–

The first Polling Officer will have the marked copy of the electoral roll and will be responsible for identifying the electors. The printing and clerical mistakes in the roll will be overlooked by him.

The second Polling Officer will have the indelible ink and the register of voters with him. He will apply indelible ink on the forefinger of the elector, enter the part number and serial number of the elector on the register of voters in Column (2) of the register and write down the name of the identification document like EPIC or the alternate document produced by the elector in the 4th i.e. remarks column of the Register alongwith the last four digits of the serial number of such document. He will then obtain the signature/thumb impression of the voter before issuing the voter's slip to the elector.

The third Polling Officer will be in-charge of the control unit. He will take the voter's slip from the elector, check the indelible ink mark on his left hand forefinger and finally press the 'Ballot' button on control unit to make the Ballot unit kept inside the voting compartment ready and direct the elector to go inside the voting compartment and cast his vote by pressing the blue button of his choice on the Ballot unit.

20.2 Allow the electors to record their votes exactly in the same order in which they have been entered in the register of voters. Do not allow them to vote unless they have put their signature/thumb impression on the register of voters.

21.1 Do not entertain any challenge to the identity of an elector unless the challenger pays challenge fee of two rupees in cash. Maintain record of such challenged votes in Form 10.

21.2 If the challenge is established, hand over the person to the police with a complaint in writing.

22. In the cases of blind and infirm electors, obtain the required declaration from the companion of such blind and infirm electors. Also maintain record of such voters in Form 10A.

- 23. If you consider an elector to be much below the voting age, i.e., 18 years but are otherwise satisfied about his identity, obtain a declaration from him about his age. Do not question his eligibility.
- 24.1 Do not press or compel an elector to vote if he decides not to vote after his particulars have been noted in the register of voters. Make an entry to that effect in the 'Remarks' column against the entry relating to that elector in the Register.
- 24.2 Do not change any serial number in column 1 of the register because of any elector who decides not to vote.
- 25.1 Allow an elector to vote only by means of tendered ballot paper if he turns up at the polling station after some one else has already voted in his name and you are satisfied about his identity. Do not allow him to record his vote in the voting machine.
- 25.2 Maintain record of such electors to whom tendered ballot papers have been issued. Such record shall be maintained in Form 11B. Keep the tendered ballot papers and list in Form 11B in a separate cover.
- 26.1 Do not allow an elector to vote if he refuses to follow the prescribed voting procedure to maintain secrecy of voting after being warned by you.
- 26.2 Make an entry to that effect in the 'Remarks' column against the entry relating to him in the register of voters. Do not change any serial numbers in column 1 of that register because of such elector.
- 27.1 In order to ensure that all the electors, who are standing in queue at the hour appointed for closing the poll, are able to cast their vote, distribute serially numbered slips duly signed by you to all electors standing in queue a few minutes before closing hour of poll, starting the operation from the end of the queue.
- 27.2 Allow all persons, to whom such slips have been issued, to vote even if the poll has to be continued for some time beyond the appointed closing hour.
- 28.1 Formally announce the close of poll after the last such elector has voted.

- 28.2 Close the voting machine by removing the blue rubber cap covering the 'Close' button and pressing the 'Close' button on the control unit. Replace the blue coloured rubber cap over the 'Close' button after it has been sopped.
- 29 Prepare the account of votes recorded in Form 11C.
- 30.1 After the close of poll, disconnect the ballot unit(s) and control unit.
- 30.2 Put the power switch 'Off' in the rear compartment of control unit.
- 31.1 Keep the control unit and ballot unit(s) in their respective carrying cases.
- 31.2 Seal the carrying cases on both ends, by firmly attaching address tags to each carrying case.
- 31.3 Allow all contesting candidates/polling agents, who are present at the polling station and willing to do so, to affix their seals on these carrying cases.
- 32.1 Seal all election papers and materials in separate packets.
- 32.2 Affix your seal on the covers containing (1) marked copy of electoral roll, (2) register of voters, (3) voter's slips, (4) used tendered ballot papers and list in Form 17B, and (5) unused tendered ballot papers.
- 32.3 Allow all contesting candidates/polling agents to affix their seals on these covers also, if they so desire.
- 33.1 Keep all packets of election papers and materials in four bigger packets.
- 33.2 The first sealed packet superscribed "STATUTORY COVERS" should contain five sealed covers.
- 33.3 The second packet of "NON-STATUTORY COVERS" should contain eleven covers.
- 33.4 The third packet should contain seven items.
- 33.5 All other items should be packed into the fourth packet.
34. Keep the (1) account of votes recorded (Form 11C), (2) declarations made by you before the commencement of poll and end of poll, and (3) Presiding Officer's diary in three separate packets, which should not be put in any of the four bigger packets mentioned above, (4) 16-Point Observer's Report and (5) Visit Sheet. Be careful about the delivery of the 16-Point Observer's Report at the collection centre. Unless this report is delivered at the collection centre, you will not be relieved of your duties on that day.

35. Deliver the voting machine, the three packets mentioned in item 34, the 15-Point Observer's Report and Visit Sheet and four bigger packets mentioned in item 33 at the collection centre promptly after the poll, without any delay.
36. In order to keep complete and accurate account of events at the polling station, maintain the Presiding Officer's diary properly in all respects. Complete the entries therein as and when any event takes place and not at the end of poll.
37. If open violence or riot takes place at the polling station, adjourn the poll. Report forthwith full facts to the Returning Officer.
38. If there is booth capturing or any voting machine or election materials like Register of Voters, marked copy of the electoral roll, etc., are unauthorisedly taken away from your custody or damaged or tampered with, close the poll. Report full facts to the Returning Officer forthwith.

ANNEXURE – 1

THE DELHI MUNICIPAL CORPORATION (ELECTION OF COUNCILLORS) RULES, 2012 (Relevant Rules)

Delhi Municipal Corporation (Election of Councillors) Rules, 2012

PART – I

PRELIMINARY

1. Short title and commencement:-(i) These rules may be called the Delhi Municipal Corporation (Election of Councillors) Rules, 2012.

(ii) They shall come into force with effect from the date of publication in Delhi Gazette.

2. Interpretation:-

(1) In these rules, unless the context otherwise requires:-

- (a) “Act” means the Delhi Municipal Corporation Act, 1957 (66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011.
- (b) “Commission” means the State Election Commission of Delhi
- (c) “Election Commissioner” means the State Election Commissioner of Delhi
- (d) “election” means an election of a Councillor to a notified Corporation
- (e) “elector” means any person entitled to vote at an election of Councillors
- (f) “electoral roll number” of a person means:-
 - (i) the serial number of the entry in the electoral roll in respect of that person
 - (ii) the serial number of the part of the electoral roll in which such entry occurs; and
 - (iii) the number and name of the ward of the Municipal Corporation to which the electoral roll relates
- (g) “form” means a form appended to these rules and includes a translation thereof, in Hindi or Urdu;
- (h) “Government” means Government of National Capital Territory of Delhi.
- (i) “Municipal Corporation” means a Municipal Corporation of Delhi.

- (j) “marked copy of the electoral roll” means the copy of the electoral roll set apart for the purpose of the marking the names of the electors who are allowed to cast their votes.
 - (k) “polling station” means the place fixed for taking the poll at election to a ward.
 - (l) “presiding officer” includes any polling officer performing any of the functions of a presiding officer under rule 11.
 - (m) “returning officer” includes any assistant returning officer performing any function he is authorized to perform in the rule 8.
 - (n) “section” means a section of the Act.
 - (o) “Voter ID card” means an identification card issued to an elector by the Chief Electoral Officer, Govt.
 - (p) “Voting Machine” means any machine or apparatus whether operated electronically or otherwise used for giving or recording of votes.
 - (q) “Ward” means a ward of a Municipal Corporation of Delhi.
- (2) (1).** Any expression which is not defined in these rules shall have the same meaning as in the Act and as in the provisions of the Delhi Municipal Corporation (Preparation of Electoral Rolls) Rules, 1975.

(2) For the purpose of these rules;

- (i) a person who is unable to write his name shall, unless otherwise expressly provided in these rules, be deemed to have signed an instrument on other paper if :-
 - (a) he has placed a mark on such instrument or other paper in the presence of the Returning Officer or the presiding officer or such other officer as may be specified in this behalf by the State Election Commission; and
 - (b) such officer on being satisfied as to his identity has attested the marks as being the mark of that person; and
- (ii) any amendment, transposition or deletion of any entry made under Section 22 of the Representation of the People Act, 1950 and any direction for the inclusion of a name under Section 23 of the Representation of the People Act, 1950, in the electoral roll of an Assembly constituency/Municipal Ward, after the last date of making nominations and before the completion of an election shall be ignored.

PART – II

SUPERINTENDENCE OF ELECTIONS AND ADMINISTRATIVE MACHINERY

3. Superintendence and control of election:-The Election Commissioner shall supervise, direct and control the conduct of elections to the notified Corporations.

4. Election Observers:-

(1) The Election Commissioner may nominate an Election Observer who shall be an officer of Government to watch the conduct of elections in a ward or a group of wards of a Corporation and to perform such other functions as may be entrusted to him by the Election Commissioner.

(2) The Election Observer nominated under sub-rule (1) shall have the power to direct the Returning Officer for a ward or for any of the wards for which he has been nominated, to stop the counting of votes at any time before the declaration of the result or not to declare result if, in the opinion of the Election Observer, booth capturing has taken place at a large number of polling stations or at the places fixed for the poll or counting of votes or the Electronic Voting Machine or Machines used at the polling station or in the counting of votes has/have been taken away or damaged or tampered with to the extent that the polling cannot be continued or the result of election cannot be ascertained.

(3) When an Election Observer has directed the Returning Officer under this rule to stop counting of votes or not to declare the result, the observer shall forthwith report the matter to the Commission and thereupon the Commission shall, after taking all the material circumstances into account, issue appropriate directions for repoll in a polling station or stations, as the case may be, to the concerned Returning Officer and any further direction which is deemed fit by it in this context, under intimation to the Election Observer.

Explanation:- For the purpose of this rule, “Election Observer” shall include any such officer of Government as has been assigned the duties under this rule, of watching the conduct of election or elections in a ward or group of wards and also the counting of votes of a ward or wards, by the Commission.

5. Secretary of Election Commission:-The Commission may assign to the Secretary of Commission any of the functions of the Commission or as provided in the rules.

6. District Election Officer:-

(1) The Commission may appoint as many District Election Officers as it may consider necessary, out of the officers working in the Commission, or from other officers of the Government or from a Municipal Corporation of Delhi to look after the work of electoral rolls and conduct of elections in a ward or wards.

(2) The District Election Officers appointed under sub-rule (1) shall function subject to the superintendence, direction and control of the Commission.

7. Returning Officer and Scrutinizing Officers:-For every ward the Commission shall:-

- (a) designate or nominate a Returning Officer who shall be an officer of Government and
- (b) appoint a Scrutinizing Officer for the purpose of scrutinizing nominations under rule 22 who shall be an officer of the Government:

Provided that nothing in this rule shall prevent the Commission from designating or nominating or appointing the same person to be the Returning Officer and the Scrutinizing Officer, as the case may be, for a ward or for a number of wards.

8. Assistant Returning Officer:-(1) The Commission may appoint one or more persons to assist any Returning Officer in the performance of his functions provided that every such person shall be an officer of the Government.

- (2) Every Assistant Returning Officer shall be subject to the control of the Returning Officer, be competent to perform all or any of the functions of the Returning Officer:-

Provided that no Assistant Returning Officer shall perform any of the functions of the Scrutinizing Officer which relate to the scrutiny of a nomination, unless the Scrutinizing Officer is unavoidably prevented from performing the said function;

- (3) Reference in these Rules to the Returning Officer shall, unless the context otherwise requires, be deemed to include an Assistant Returning Officer performing any function, which he is authorized under these Rules or under sub-rule (2) above.

9. General duty of the Returning Officer :- It shall be the general duty of the Returning Officer at any election to do all such acts and things as may be necessary for effectively conducting the election in the manner provided by the Act, rules and orders made thereunder.

10. Polling stations for wards:-The Returning Officer of a ward shall provide a sufficient number of polling stations for the ward under his charge and shall publish in such manner as the Commission may direct in this behalf, the list showing the polling stations so provided and the polling areas and groups of voters for which they have respectively been provided.

11. Presiding Officers for polling stations:-(1) The Returning Officer of a ward or wards shall appoint a Presiding Officer for each polling station and such polling officer or officers, as he thinks necessary, but he shall not appoint any person who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election:

Provided that if a polling officer is absent from the polling station, the presiding officer may appoint any person who is present at the polling station other than a person who has been employed by or on behalf of, or has been otherwise working for a candidate in or about the election, to be the polling officer during the absence of the former officer and inform the Returning Officer of a ward or wards accordingly:

Provided further that nothing in this sub-rule shall prevent the Returning Officer from appointing the same person to be Presiding Officer for more than one polling station in the same premises.

(2) A polling officer shall, if so directed by the Presiding Officer, perform all or any of the functions of a Presiding Officer under these rules or orders made thereunder.

(3) If the Presiding Officer is, owing to illness or other unavoidable cause, obliged to absent himself from the polling station, his functions shall be performed by such polling officer as has been previously authorized by the Returning Officer to perform such functions during any such absence.

(4) References in the Act and these Rules to the Presiding Officer shall, unless the context otherwise requires, be deemed to include any person performing any function which he is authorized to perform under sub-rules (2) and (3) as the case maybe.

(5) The Returning Officer shall pay to the Presiding Officers, polling officers and other polling staff such traveling allowance, honorarium etc., as is fixed by the Commission;

12. General duty of the Presiding Officer:-It shall be the general duty of the Presiding Officer at a polling station to keep order thereat and to see that the poll is conducted in a free and fair manner.

13. Duties of a polling officer:-It shall be the duty of the polling officer at a polling station to assist the Presiding Officer for such station in the performance of his functions.

PART III

CHAPTER II

AGENTS

26. Appointment of Election Agent:-(1) A candidate at an election may appoint any one person other than himself to be his election agent; and such appointment shall be made in form 8;

(2) When any such appointment is made, notice of such appointment shall be given by forwarding in duplicate Form 8 duly filled up to the Returning Officer, who shall return one copy thereof to the election agent after affixing thereon his seal and signature in token of his approval of the appointment.

(3) Any election agent may perform such functions in connection with the election as are authorized by or under the Act or these rules to be performed by an Election Agent.

(4) Any person who is for the time being disqualified for being chosen as and for being, a councilor under Section 9 of the Act or rule 110 of these rules shall, so long as the disqualification subsists, also be disqualified for being an election agent at any election.

(5) Any revocation of the appointment of an election agent shall be made in Form 8-A, and shall be signed by the candidate, and shall operate from the date on which such form is lodged with the Returning Officer.

(6) In the event of such a revocation or of the death of the election agent whether that event occurs before or during the election, the candidate may appoint in the prescribed manner another person to be his election agent and when such appointment is made, notice of the appointment shall be given in the manner prescribed in sub-rule (2) above to the Returning Officer.

27. Appointment of polling agents:-(1) A contesting candidate may appoint one agent and two relief agents to act as polling agents of such candidate at each polling station and every such appointment shall be made in Form 8-B and shall be made over to the polling agent for production at the polling station.

(2) No polling agent shall be admitted into the polling station unless he has delivered to the presiding officer the instrument of his appointment under sub-rule (1) after duly completing and signing before the presiding officer the declaration contained therein.

A polling agent may perform such function in connection with the poll as are authorized by or under the Act or of these rules to be performed by a polling agent.

28. Revocation of the appointment, or death of a polling agent:- Any revocation of the appointment of a polling agent shall be signed by the candidate in Form 9 and shall operate from the date and time on which it is lodged with the presiding officer and in the event of such a revocation or of the death of a polling agent before the close of the poll, the candidate may appoint another polling agent at any time before the poll is closed and shall forthwith give a notice of such appointment to the presiding officer in the manner specified in rule 27.

29. Candidates and agents to wear badges: functions of agents: (1) The candidates and polling agents to be admitted inside the polling stations will be supplied by the Commission on, payment of such amount as he may fix distinguishing badges which shall be exhibited on shirts, blouse etc. for the purpose of identification. No candidate or polling agent shall be allowed to enter the polling stations unless he/she wears the official badge.

(2) A polling agent may perform such functions in connection with the poll as are authorized by these rules to be performed by a polling agent.

30. Attendance of a candidate on polling station and performance by him of the functions of a polling agent or counting agent:- (1) At every election where a poll is taken, each contesting candidate at such election shall subject to the provisions of sub-rule (1) of rule 29 have a right to be present at any polling station provided under rule 10 for the taking of the poll.

(2) A contesting candidate, may himself do any act or thing which any polling agent or counting agent of such candidate, if appointed, would have been authorized by these rules to do or may assist any polling agent or the counting agent of such candidate appointed under rule 27 of these rules in doing any such act or thing.

31. Non-attendance of polling or counting agents:-Where any act or thing is required or authorized by these rules to be done in the presence of the polling or counting agents the non-attendance of any such agent or agents at the time and place appointed for the purpose shall not if the act or thing is otherwise, duly done, invalidate the act or thing done.

PART III
CHAPTER IV
THE POLL

34. Fixing time for poll:-The Commission shall fix the hours during which the poll will be taken and the hours so fixed shall be published by notification in the Official Gazette:
Provided that the total period allotted on any one day for polling at an election in a ward shall not be less than eight hours.

35. Adjournment of poll in emergencies:- (1) If at an election the proceedings at any polling station provided for a ward under rule 10 of these rules, are interrupted or obstructed by any riot or open violence, or if at an election it is not possible to take the poll at any polling station on account of any natural calamity or any other sufficient cause, the presiding officer for such polling station shall announce an adjournment of the poll to a date to be notified later, and forthwith inform the Returning Officer concerned and the Commission.

(2) Whenever a poll is adjourned under sub-rule (1), the Returning Officer shall immediately report the circumstances to the Commission and shall, as soon as may be, with the previous approval of the Commission appoint the day on which the poll shall recommence, and fix the polling station at which and the hours during which the poll will be taken and shall not count the votes cast at such election until such adjourned poll shall have been completed.

(3) In every such case as aforesaid the returning officer shall notify in the Official Gazette the date, place and hours of polling fixed under sub-rule (2).

36. Fresh poll in the case of destruction etc. of Electronic Voting Machine :—(1) If at any election:-

- (a) any electronic voting machine used at a polling station is unlawfully taken out of the custody of the presiding officer or is accidentally or intentionally destroyed or lost, or is damaged or tampered with to such an extent that the result of the poll at that polling station can not be ascertained, or
- (b) any voting machine develops a mechanical failure during the course of recording of votes; or
- c) any such error or irregularity in procedure as is likely to vitiate the poll is committed at a polling station, the returning officer shall forthwith report the matter to the Commission.

(2) Thereupon, the Commission shall, after taking all material circumstances into account either:-

- (a) declare the poll at that polling station to be void, appoint a day and fix the hours for taking a fresh poll at that polling station and notify the day so appointed and the hours so fixed in such manner as he may deem fit, or
 - (b) if satisfied that the result of a fresh poll at that polling station or place will not, in any way, affect the result of the election or that the error or irregularity in procedure is not material issue such directions to the returning officer as he may deem proper for the further conduct and completion of the election.
- (3) The provisions of these rules shall apply to every such fresh poll as they apply to the original poll.

37. Adjournment of poll or countermanding of election on the ground of booth capturing—

- (1) if at any election:-
- (a) booth capturing has taken place at a polling station in such a manner that the result of the poll at that polling station can not be ascertained; or
 - (b) booth capturing has taken place in any place for counting of votes in such a manner that the result of the counting at that place can not be ascertained, the Returning Officer shall forthwith report the matter to the Commission.
- (2) The Commission shall, on the receipt of a report from the Returning Officer under sub-rule (1) and after taking all material circumstances into account, either:—
- (a) declare that the poll at that polling station shall be void, appoint a day, and fix the hours for taking fresh poll at that polling station and notify the date so appointed and hours so fixed in such manner as it may deem fit; or
 - (b) if satisfied that in view of the large number of polling stations or places involved in booth capturing, the result of the election is likely to be affected, or that booth capturing had affected counting of votes in such a manner as to affect the result of the election, countermand the election in that ward.

Explanation:-In this rule "booth capturing" shall have the same meaning as in Section 29B of the Act.

38. Voting Machines at Elections:- Notwithstanding anything contained in the rules, the giving and recording of votes by voting machines in such manner as prescribed, may be adopted in such ward or wards as the Commission may, having regard to the circumstances of each case, specify."

39. Method of voting:-(1) At every election where a poll is taken votes shall be given by voting machine.

(2) Save as hereinafter provided, all electors voting at an election shall do so in person at the polling station provided for them under rule 10.

(3) No elector shall vote in more than one ward and if an elector votes in more than one ward, his votes in all such wards shall be void.

(4) No elector shall vote in the same ward more than once notwithstanding that his name may have been registered in the electoral roll for that ward more than once and if he does so vote, all his votes in that ward shall be void.

Explanation:-For the purpose of this rule “Voting Machine” means any machine or apparatus whether operated electronically or otherwise used for giving or recording of votes and any reference to a ballot box or ballot paper in the Act or the rules made thereunder shall, save as otherwise provided, be construed as including a reference to such voting machine wherever such voting machine is used at any election.

PART-III

CHAPTER V

VOTING BY ELECTRONIC VOTING MACHINES

40. Design of voting machines:-Every voting machine (hereinafter referred to as the voting machine) shall have a control unit and a balloting unit and shall be of such design as may be approved by the Commission.

41. Preparation of voting machine by the returning officer:-(1) The balloting unit of the voting machine shall contain such particulars and in such language or languages as the Commission may specify.

(2) The names of the candidates shall be arranged on the balloting unit in the same order in which they appear in the list of the contesting candidates.

(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their surname, father's name, occupation or residence or in some other manner.

(4) subject to the foregoing provisions of this rule, the returning officer shall—

- (a) fix the label containing the names and symbols of the contesting candidates in the balloting unit and secure that unit with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same;
- (b) set the number of contesting candidates and close the candidate set section in the control unit and secure it with his seal and the seals of such of the contesting candidates or their election agents present as are desirous of affixing the same.

42. Arrangements at the polling stations :- (1) Out-side each polling station there shall be displayed prominently—

- (a) a notice specifying the polling area, the electors of which are entitled to vote at the polling station and, when the polling area has more than one polling station, the particulars of the electors so entitled; and
- (b) a copy of the list of contesting candidates.

(2) At each polling station there shall be set up one voting compartment in which the electors can record their votes free from observation.

(3) The returning officer shall provide at each polling station such number of voting machines so as to accommodate and exhibit required particulars of all the contesting candidates of a ward and copies of relevant part of the electoral roll and such other election material as may be necessary for taking the poll. In case more than one machine are provided at a polling station, they shall be connected with each other so as to form it a single balloting unit at that polling station.

(4) Without prejudice to the provisions of sub-rule (3), the returning officer, may, with the previous approval of the Commission, provide one common voting machine for two or more polling stations located in the same premises.

43. Admission to polling stations:- The presiding officer shall regulate the number of electors, to be admitted at any one time inside the polling station and shall exclude there from all persons other than:-

- (a) Polling officers;
- (b) public servants on duty in connection with election;
- (c) persons authorized by the Commission;
- (d) candidates, their election agent and subject to the provisions of rule 27, one polling agent of each candidate;
- (e) a child in arms accompanying an elector;
- (f) a person accompanying a blind or infirm elector who cannot move without help; and
- (g) such other person as the returning officer or the presiding officer may employ under sub-rule (2) of rule 46 or sub-rule (1) rule 47.

44. Preparation of voting machine for poll:- (1) The control unit and balloting unit of every voting machine used at polling station shall bear a label marked with

- (a) the serial number, if any, and the name of the ward; and the name of the municipal corporation concerned;
- (b) the serial number and name of the polling station or stations as the case maybe;
- (c) the serial number of the unit; and
- (d) the date of poll.

(2) Immediately before the commencement of the poll, the presiding officer shall demonstrate to the polling agents and other persons present that no voter has been already recorded in the voting machine and it bears the label referred to in sub-rule (4) of rule 41.

(3) A paper seal shall be used for securing the control unit of the voting machine, and the presiding officer shall affix his own signature on the paper seal and obtain thereon the signature of such of the polling agents present as are desirous of affixing the same.

(4) The presiding officer shall thereafter fix the paper seal so signed in the space meant therefore in the control unit of the voting machine and shall secure and seal the same.

(5) The seal used for securing the control unit shall be fixed in such manner that after the unit has been sealed, it is not possible to press the "result button" without breaking the seal.

(6) The control unit shall be closed and secured and placed in full view of the presiding officer and the polling agents and the balloting unit placed in the voting compartment.

45. Marked copy of electoral roll:- Immediately before the commencement of the poll, the presiding officer shall also demonstrate to the polling agents and others present that the marked copy of the electoral roll to be used during the poll does not contain any remark made in pursuance of sub-rule (4) of rule 65 or any entry other than that made in pursuance of clause (a) of sub-rule (1) of rule 67.

46. Facilities for woman electors:- (1) Where a polling station is for both men and women electors, the presiding officer may direct that they shall be admitted into the polling station alternately in separate batches.

(2) The returning officer or the presiding officer may appoint a woman to serve as an attendant at any polling station to assist woman electors and also to assist the presiding officer generally in taking the poll in respect of woman electors, and in particular, to help frisking any woman elector in case it becomes necessary.

47. Identification of electors :- (1) The presiding officer shall check the elector's photo identity card (EPIC) of the voter and any other alternative document of identification permitted by the Commission and may employ at the polling station such person as he thinks fit to help in the identification of the electors or to assist him otherwise in taking the poll.

(2) As each elector enters the polling station, the presiding officer or the polling officer authorized by him in this behalf shall check the elector's name and other particulars with the relevant entry in the electoral roll and then call out the serial number, name and other particulars of the elector.

(3) In deciding the right of a person to cast his vote, the presiding officer or the polling officer, as the case may be, shall overlook the clerical or printing errors in an entry in the electoral roll if he is satisfied that such person is identical with the elector to whom such entry relates.

48. Facilities for public servants on election duty:-(1) The provisions of rule 47 shall not apply to any person who produces at the polling station an election duty certificate in Form 13A and seeks permission to cast his vote at that polling station although it is different from the one where he is entitled to vote.

(2) On production of such certificate, the presiding officer shall:-

- (a) obtain thereon, the signature of the person producing it;
- (b) have the person's name and electoral roll number as mentioned in the certificate entered at the end of the marked copy of the electoral roll; and
- (c) permit him to cast his vote in the same manner as for an elector entitled to vote at that polling station.

49. Challenging of identity :- (1) Any polling agent may challenge the identity of a person claiming to be a particular elector by first depositing a sum of five rupees in cash with the presiding officer for each such challenge.

(2) On such deposit being made, the presiding officer shall:-

- (a) warn the person challenged of the penalty for personation;
- (b) read the relevant entry in the electoral roll in full and ask him/her whether he/she is the person referred to in that entry;
- (c) enter his name and address in the list of challenged votes in Form 10; and
- (d) require him to affix his signature in the said list.

(3) The presiding officer shall thereafter hold a summary inquiry into the challenge and may for that purpose:—

- (a) require the challenger to adduce evidence in proof of the challenge and the person challenged to adduce evidence of proof of his identity;
- (b) put to the person challenged any questions necessary for the purpose of establishing his identity and require him to answer them on oath; and
- (c) administer an oath to the person challenged and any other person offering to give evidence.

(4) If, after the inquiry, the presiding officer considers that the challenge has not been established, he shall allow the person challenged to vote, and if he considers that the challenge has been established, he shall debar the person challenged from voting and hand that person over to the police personnel on duty to charge him under section 171F of Indian Penal Code, 1860.

(5) If the presiding officer is of the opinion that the challenge is frivolous or has not been made in good faith, he shall direct that the deposit made under sub-rule (1) be forfeited to Government and in any other case return to the challenger at the conclusion of the inquiry.

50. Safeguards against personation:- (1) Every elector about whose identity the presiding officer or the polling officer, as the case may be, is satisfied, shall allow his left forefinger to be inspected by the presiding officer or polling officer and an indelible ink mark to be put on it.

(2) If any elector refuses to allow his left forefinger to be inspected or marked in accordance with sub rule (1) or has already such a mark on his left forefinger or does any act with a view to removing the ink mark, he shall not be allowed to vote.

(3) Any reference in this rule to the left forefinger of an elector shall, in the case where the elector has his left forefinger missing, be construed as a reference to any other finger to his left hand, and shall, in the case where all the fingers of his left hand are missing, be construed as a reference to the forefinger or any other finger on his right hand, and shall, in the case where all his fingers of both the hands are missing, be construed as a reference to such extremity of his left or right arm as he possesses.

51. Procedure for voting by voting machines :- (1) Before permitting an elector to vote, the polling officer shall:-

- (a) record the electoral roll number of the elector as entered in the marked copy of the electoral roll in a register of voters in Form 11A;
- (b) obtain the signature or the thumb impression of the elector on the said register of voters; and
- (c) mark the name of the elector in the marked copy of the electoral roll to indicate that he has been allowed to vote;
- (d) give details of the documents produced by the elector in proof of his/her identification where such proof has been asked for;

Provided that no elector shall be allowed to vote unless he has his signature or thumb impression on the register of voters.

(2) Notwithstanding anything contained in sub-rule (1) (b) of this rule, it shall not be necessary for any presiding officer or polling officer or any other officer to attest the thumb impression of the elector on the register of voters.

52. Maintenance of secrecy of voting by electors within the polling station and voting procedures:- (1) Every elector who has been permitted to vote under rule 51 shall maintain secrecy of voting within the polling station and for that purpose observe the voting procedure hereinafter laid down.

(2) Immediately on being permitted to vote, the elector shall proceed to the presiding officer or the polling officer in-charge of the control unit of the voting machine who shall, by pressing the appropriate button on the control unit, activate the balloting unit for recording of elector's vote.

(3) The elector shall thereafter forthwith-

- (a) proceed to the voting compartment;
- (b) record his vote by pressing the button on the balloting unit against the name and symbol of the candidate for whom he intends to vote; and
- (c) come out of the voting compartment and leave the polling station.

- (4) Every elector shall vote without undue delay.
- (5) No elector shall be allowed to enter the voting compartment when another elector is inside it.
- (6) If an elector who has been permitted to vote under rule 51 or rule 55 refuses after warning given by the presiding officer to observe the procedure laid down in the said rules, the presiding officer or a polling officer under the direction of the presiding officer shall not allow such elector to vote.
- (7) Where an elector is not allowed to vote under sub-rule (6), a remark to the effect that voting procedure has been violated shall be made against the elector's name in the register of voters in Form 11A by the presiding officer under his signatures.

53. Recording of votes by blind or infirm electors:- (1) If the presiding officer is satisfied that owing to blindness or other physical infirmities an elector is unable to recognize the symbol on the balloting unit of the voting machine or unable to record his vote by pressing the appropriate button thereon without assistance, the presiding officer shall permit the elector to take with him a companion of not less than eighteen years of age to the voting compartment for recording the vote on his behalf and in accordance with his wishes:-

Provided that no person shall be permitted to act as the companion of more than one elector at any polling station on the same day:

Provided further that before any person is permitted to act as the companion of an elector on any day under this rule, that person shall be required to declare that he will keep secret the vote recorded by him on behalf of the elector and that he has not already acted as the companion of any other elector at any other polling station on that day.

- (2) The presiding officer shall keep a record in Form 10A of all cases under this rule.

54. Elector deciding not to vote :- If an elector, after his electoral roll number has been duly entered in the register of voters in Form 11 A and has put his signature or thumb impression thereon as required under sub-rule (1) of the rule 51, decides not to record his vote, a remark to the effect shall be made against the said entry in form 11 A by the presiding officer and the signature or thumb impression of the elector shall be obtained against such remark.

55. Tendered Votes :- (1) If a person representing himself to be a particular elector seeks to vote after another person has already voted as such elector, he shall, on satisfactorily answering such questions relating to his identity as the presiding officer may ask, be, instead of being allowed to vote through the balloting unit, supplied with a tendered ballot paper which shall be of such design, and the particulars of which shall be in such language or languages as the Commission may specify.

- (2) Every such elector shall, before being supplied with tendered ballot paper, write his name against the entry relating to him in Form 11B.

- (3) On receiving the ballot paper, he shall forthwith:-

- (a) Proceed to the voting compartment;
- (b) record there his vote on the ballot paper by placing a cross mark 'X' with the instrument or article supplied for the purpose on or near the symbol of the candidate for whom he intends to vote;
- (c) fold the ballot paper so as to conceal his vote;
- (d) Show to the presiding officer, if required, the distinguishing mark on the ballot paper;
- (e) give it to the presiding officer who shall place it in a cover specially kept for the purpose; and
- (f) leave the polling station.

(4) If, owing to the blindness or physical infirmities, such elector is unable to record his vote without assistance, the presiding officer shall permit him to take with him a companion, subject to the same condition and after following the same procedure as laid down in rule 53 for recording the vote in accordance with his wishes.

56. Presiding Officer's entry in the voting compartment during poll:— (1) The presiding officer, may whenever he considers it necessary to do so, enter the voting compartment during poll and take such steps as may be necessary to ensure that the balloting unit is not tampered or interfered with in anyway.

(2) If the presiding officer has reason to suspect that an elector who has entered the voting compartment is tampering or otherwise interfering with the balloting unit or has remained inside the voting compartment for unduly long period, he shall enter the voting compartment and take such steps as may be necessary to ensure the smooth and orderly progress of the poll.

(3) Whenever the presiding officer enters the voting compartment under this rule, he shall permit the polling agents present to accompany him if they so desire.

57. Closing of poll: — (1) The Presiding Officer shall close a polling station at the hour fixed in that behalf under rule 34 and shall not thereafter admit any elector into the polling station: Provided that all electors present at the polling station before it is closed shall be allowed to cast their votes.

(2) If any question arises whether an elector was present at the polling station before it was closed, it shall be decided by the presiding officer and his decision shall be final.

58. Account of votes recorded :— The presiding officer shall, at the close of the poll, prepare an account of votes recorded in from 11 C and put it in a separate cover with the words—Account of Votes Recorded superscribed thereon.

59. Sealing of voting machine after poll:—(1) As soon as practicable after the closing of the poll, the presiding officer shall close the control unit to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit.

(2) The control unit and the balloting unit shall thereafter be sealed and secured separately in such manner as the Commission may direct and the seal used for securing them shall be so affixed that it will not be possible to open the units without breaking theseals.

(3) The polling agents present at the polling station, who desire to affix their seals, shall also be permitted to doso.

60. Sealing of other packets :- (1) The presiding officer shall, then, make into separate packets:-

- (a) the marked copy of the electoralroll;
- (b) the register of voters in Form11A;
- (c) the cover containing the tendered ballot papers and the list in Form11B;
- (d) the list of challenged votes in Form10;
- (e) the unused ballot papers kept for issue as tendered ballot paper;and
- (f) any other papers directed by the Commission to be kept in a sealedpacket.

(2) Each such packet shall be sealed with the seal of the presiding officer and with the seal either of the candidate or of his election agent or of his polling agent who may be present at the polling station and may desire to affix his sealthereon.

61. Transmission of voting machines, etc., to the returning officer :- (1) The presiding officer shall then deliver or cause to be delivered to the returning officer, at such place as the returning officer maydirect:-

- (a) the votingmachine;
- (b) the account of votes recorded in Form11C;
- (c) the sealed packets referred to in rule 60;and
- (d) all other papers used at thepoll.

(2) The returning officer shall make adequate arrangements for the safe transport of the voting machine, packets and other papers for the safe custody until the commencement of the counting ofvotes.

62. Procedure of adjournment of poll :- (1) if the poll at any polling station is adjourned under rule 35, the provisions of rules 58 to 61 shall, as far as practicable, apply as if the poll was closed at the hour fixed in that behalf under rule34.

(2) When an adjourned poll is recommended under rule 35, the electors who have already voted at the poll so adjourned shall not be allowed to voteagain.

(3) The returning officer shall provide the presiding officer of the polling station at which such adjourned poll is held, with the sealed packets containing the marked copy of the electoral roll, register of voters in Form 11 A and a new voting machine or machines, as the case maybe.

(4) The presiding officer shall open the sealed packet in the presence of the polling agents present and use the marked copy of the electoral roll for marking the names of the electors who are allowed to vote at the adjourned poll.

(5) The provisions of rules 40 to 61 shall apply in relation to the conduct of an adjourned poll before it was so adjourned.

63. Closing of voting machine in case of booth capturing :- Where the presiding officer is of opinion that booth capturing is taking place at a polling station or at a place fixed for the poll, he shall immediately close the control unit of the voting machine to ensure that no further votes can be recorded and shall detach the balloting unit from the control unit.

PART III

CHAPTER VI

POSTAL BALLOT

64. Postal ballot for electors employed on duty at polling stations :- (1) A presiding officer, a polling officer, or any public servant who is an elector in a ward and is by reason of his being on election duty unable to vote at the polling station where he is entitled to do so may, on application, be allowed to record his vote in that ward by postal ballot.

(2) 'Service voters' as defined in section 20 of the Representation of the People Act, 1950 and whose names are included in the last part of the electoral roll for elections to a Municipal Corporation, as prepared under section 7E(1) or the Assembly electoral roll relating to a ward adopted under the proviso to sub-section (1) of section 7E of the Act, shall also be entitled to vote at an election to the Delhi Municipal Corporation, if they happen to be in the ward on the day of poll or if they apply to the concerned Returning Officer of the ward in Form 13 in the manner as laid down in this rule.

(3) Every such application shall be made in Form 13 and shall be sent to the Returning Officer of the ward concerned so as to reach him at least seven days before the date of poll or in such shorter period as the Returning Officer may allow before the date of poll.

(4) If the Returning Officer is satisfied that the applicant is entitled to vote by postal ballot under sub-rule (1) he shall issue a ballot paper to him.

(5) These provisions shall not apply to any person who produces at the polling station an election duty certificate in Form 13 A and asks for the issue of a ballot paper to him although the polling station is different from the one where he is entitled to vote.

(6) On production of such certificate the presiding officer shall:-

- (a) obtain thereon the signatures of the person producing it;
- (b) have the person's name and electoral roll number as mentioned in the certificate entered at the end of the marked copy of electoral roll; and
- (c) Permit him to vote, in the same manner as for an elector entitled to vote at that polling station.

65. Postal Ballot for Electors under Preventive Detention :- (1) The Government shall, within fifteen days of the calling of an election, ascertain and intimate to the Commission, the names of the electors, if any, subject to preventive detention together with their addresses and electoral roll numbers and the particulars about their places of detention.

(2) Any elector subjected to preventive detention may, within fifteen days of the calling of an election, send an intimation to Commission that he wishes to vote by post, specifying his name, address, electoral roll number and place of detention.

(3) The Commission shall through the Returning Officer of the ward concerned, get a postal ballot paper issued to every elector subjected to preventive detention whose names and applications have been sent to the Commission under sub-rule (1) or sub-rule (2).

(4) The Returning Officer on issue of a ballot paper to the person under preventive detention, put on the back of each such ballot paper in ink or with the help of a rubber stamp keep a separate record of each such ballot paper polling station-wise and ward-wise with the particulars of each such person and the number of ballot paper issued to him the name of every such person shall be scored out in the relevant copy of electoral roll being supplied for the polling station, to the Presiding Officer concerned, with a brief remark "PBP ISSUED" to prevent double voting. Such remarks shall also be made on the counter-foil of each such ballot paper".

66. Form of postal ballot paper :- (1) A postal ballot paper shall be in such form and shall be in such language or languages, in whole or in part, as the Election Commissioner may direct.

(2) The names of the candidates shall be arranged in the order in which they appear in the list of contesting candidates.

(3) If two or more candidates bear the same name, they shall be distinguished by the addition of their occupation or residence or in some other manner.

67. Issue of Postal ballot papers:- (1) The Returning Officer shall, as soon as practicable, deliver or cause to be delivered by post a postal ballot paper to each elector entitled to vote by postal ballot and shall at the same time:-

- (a) record in such manner as he thinks fit the serial number of each ballot paper against the entry relating to that elector in the copy of the electoral roll set apart for the purpose, hereinafter referred to as the marked copy of the electoral roll; and
- (b) ensure that the elector is not allowed to vote at a polling station.

(2) Alongwith the ballot paper, the Returning Officer shall send to the elector: -

a declaration in Form 14-A; a
cover in Form 14-B;
a large cover addressed to the returning Officer in Form 14-C; and
instructions for the guidance of the elector in Form 14-D.

Every officer under whose care or through whom a postal ballot paper is sent shall ensure that the same is delivered to the addressee without delay.

(4) After ballot papers have been issued to all the electors entitled to vote by postal ballot the returning officer shall seal up in a packet the market copy of the electoral roll used in connection with the issue of postal ballot papers and record on the packet a brief description of its contents, the name of the Corporation ward and the date on which it is sealed.

(5) No election shall be invalidated by reason that an elector has not received his ballot paper, provided that a ballot paper has been issued to him in accordance with these rules.

68. Recording of votes on postal ballot paper :- (1) An elector who has received a postal ballot paper and desires to vote shall record his vote on the ballot paper in accordance with the directions contained in Part I of Form 14-D; and then enclose it in the cover in Form 14-B.

(2) The elector shall sign the declaration in Form 14-A, in the presence of , and have the signature attested by, a stipendiary Magistrate or a Gazette Officer to whom he is personally known or to whose satisfaction he has been identified.

69. Assistance to illiterate electors :- (1) If any elector is unable through illiteracy, blindness or other physical infirmity to record his vote on a Postal ballot paper and sign the declaration in Form 14-A, he shall take the ballot paper together with the declaration and the cover received by him to an officer referred to in sub-rule (2) of rule 68 and request such officer to record his vote and sign his declaration on his behalf.

(2) such Officer shall thereupon mark the ballot paper in accordance with the wishes of the elector in his presence and sign the declaration on behalf of the elector and complete the certificate contained in Form 14-A.

70. Re-issue of postal ballot paper :- (1) when a postal ballot paper and other papers sent under rule 67 are for any reasons returned undelivered, the Returning Officer may re-issue them by post under certificate of posting or deliver these or cause these to be delivered to the elector personally on a request being made by him.

(2) If any elector has inadvertently dealt with his ballot paper or any of other paper sent to him under rule 67 in such a manner that they cannot conveniently be used, a second set of the papers shall be issued to him after he has returned the spoilt papers and satisfied the Returning Officer of the inadvertence.

(3) The Returning Officer shall cancel the spoilt papers so returned and keep them in a separate packet after noting thereon the serial numbers of all such cancelled ballot papers.

71. Return of postal ballot papers :- (1) After an elector has recorded his vote and made his declaration under rule 68 or rule 69, he shall return the postal ballot paper and declaration to the Returning Officer of the ward in which the elector is entitled to vote, in accordance with the instructions communicated to him in Form 14-D so as to reach the Returning Officer before 08.00 a.m. on the date or the last of the dates fixed for the counting of votes of that ward.

(2) If any cover containing a postal paper is received by the Returning Officer after the expiry of the time fixed in sub-rule (1), they shall note thereon the date and time of its receipt and shall keep all such covers together in a separate packet.

(3) The Returning Officer shall keep in safe custody until the commencement of the counting of votes all covers containing postal ballot papers received by him.

FORM 8-B*

Appointment of Poling Agents
[See Rule 27]
(See page 117)

Election to the North/ South/ East Delhi Municipal Corporation from Ward (No. &Name)_____

I, _____ a candidate at the above election, do hereby appoint
_____ of _____

as a polling agent to attend Polling Station No. _____ at _____

Place:- _____

Date:- _

Signature of Candidate

I agree to act as such polling agent.

Place:- _____

Date:- _____

Signature of Polling Agent

Declaration by Polling Agent to be signed before Presiding Officer;

I hereby declare that at the above election I will not do anything forbidden by % section 23 of the Delhi Municipal Corporation Act, 1957 as amended by Delhi Municipal Corporation (Amendment) Act, 2011 which ** I have read/has been read over to me.

Date:- _____

Signature of Polling Agent

Signed before me.

Presiding Officer

Date:- _____

* To be handed over to the Polling Agent for production at the Polling Station.

**Strike off the inappropriate alternative.

% Section 23 of the Delhi Municipal Corporation Act, 1957 (As amended)

23. Maintenance of secrecy of voting:-

- (1) Every officer or clerk, agent or other person who performs and duty in connection with the recording or counting or votes at an election shall maintain and aid in _maintaining the secrecy of the voting and shall not (except for some purpose authorized by or under any law) communicate to any information calculated to violate such secrecy.
- (2) Any person who contravenes the provision of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.

FORM 9

Revocation of Appointment of Polling Agent

[See Rule 28]

(See page 117)

Election to the North/ South/ East Delhi Municipal Corporation from Ward (No. &Name)_____

To,

The Presiding Officer,

I.....a candidate at the above election,
hereby revoke the appointment of.....
.....my Polling Agent in respect of Polling Station
No.....

Place.....

Date.....

Signature of Candidate

FORM 10

List of Challenged Votes
[See Rule 49]
(See page 123)

Election to the North/ South/ East Delhi Municipal Corporation from Ward (No. &Name)_____

Number and name of PollingStation_____

Sl. No. Of entry	Name of Elector	<u>Serial number of</u> Part of Roll	Elector's name in that part	Signature of thumb impression of the person	Address of the person if any	Name of identifier, if any	Name of challenger	Order of Presiding Officer	Signature of challenger on receiving refund of deposit.
1	2	3	4	5	6	7	8	9	10

1

2

3

4

5

Date:-.....

Signature of PresidingOfficer

*Strike off the inappropriate alternative.

FORM-11 A

[See Rule 51,52,54,60 & 62]
(See page 124, 125 & 127)

REGISTER OF VOTERS

ELECTION TO THE NORTH/ SOUTH/ EAST MUNICIPAL CORPORATION

FROM

.....WARD

NO. AND NAME OF POLLING STATION.....

PART NO. OF ELECTORAL ROLL.....

Sl. No.	Sl. No. of Elector in the Electoral Roll	Signature /Thumb Impression of Elector	Remarks
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Date:-

Signature of Presiding Officer

FORM 11-B
[See Rule 55]
(See page 125)

LIST OF TENDERED VOTES

Election to the *North Delhi/South Delhi/East Delhi Municipal Corporation

(No.& Name of Ward) and _____

No.& Name of Polling Station_____

Part No. of Electoral Roll _____

S.No.	Name of Elector	Sl. No. of Elector in the electoral roll	Sl. No. in Register of voters (form 11 A) of the person who has already voted in place of elector	Signature/Thumb impression of elector
-------	-----------------	---	---	--

Date_____

Signature of Presiding Officer

*Strike off the inappropriate alternative.

-139-
Form-11 C

See rules 58 and 61

(See page 126 & 127)

Part - I- Account of Votes Recorded

Election to the *North/South/East Delhi Municipal Corporation from Ward. (No. & Name)

No. and name of Polling Station.....

"Identification No. of Voting Machine used at the Polling Station:-

Control Units;

Balloting Units;

1. Total No. of electors assigned to the Polling Station.
2. Total No. of voters as entered in the Register for Voters (Form 11 A).
3. No. of voters deciding not to record votes under rule 54.
4. No. of voters not allowed to vote under rule 52.
5. Total No. of votes recorded as per voting machine.
6. Whether the total No. of votes as shown against item 5 tallies with the total No. of voters as shown against item 2 minus Nos. of voters deciding not to record votes as against item 3 minus No. of Voters against item 4 (2-3-4) or any discrepancy noticed.
7. No. of voters to whom tendered ballot papers were issued under rule 55.
8. No. of tendered ballot papers.

Sl. No.

From

(a) received for use.....

(b) issued to electors.....

(c) Not used and returned.....

9. Account of paper seals

Sl. Nos

From To

1. Serial Numbers of paper seals supplied
From.....To.....
2. Total Number supplied
3. Number of paper seals used.
4. Number of unused paper seals returned
to Returning Officer (Deduct item 3 from item 2)
5. Seal number of damaged paper seal, if any.

Polling Agents

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date.....

Signature of Presiding Officer

Place.....

Polling Station No.

*Strike off the inappropriate alternative.

PART II-RESULT OF COUNTING

Sl.No	Name ofCandidate	No.	of	Votes
recorded 1.				
2.				
3.				
4.				
5.				
6.NOTA				
Total				
Whether the total nos. of votes shown above tallies with the total No. of votes shown against item 5 of Part I or any discrepancy noticed between the two totals				

Place.....
Date.....

Signature ofCountingSupervisor
Name of Candidate/election agent/countingagent
Fullsignature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Place.....
Date.....

Signature of Returning Officer

FORM 13

Application for Postal Ballot

[See Rule 64]

(See page 128)

To

The Returning Officer,
..... Ward
of *North/South/East Delhi Municipal Corporation

Sir,

I intend to cast my vote by post at the ensuing election to the *North/South/East
Delhi Municipal Corporation from..... Ward.

My name has been included in the electoral roll at the following Address:-

.....
.....
.....

The ballot paper may be sent to me at the following address:

.....
.....
.....

Yours faithfully,

.....

Place of Election duty:_____

Number & name of ward:-_____

Number & name of Polling station:-_____

Place.....

Date.....

*Strike off the inappropriate alternative.

FORM-13-A

Election Duty Certificate [See
Rule 64]
(See page 128)

Certified that.....is an elector in the
*North Delhi/South Delhi/East Delhi Municipal Corporation, his/ her electoral roll number
being.....that by reason of his being on election
duty he is unable to vote at the polling station where he is entitled to vote and that he/she is
therefore hereby authorized to vote at any polling station he/she may be on duty on the date of poll.

*Strike off the inappropriate alternative

Signature.....
Returning Officer. No.
& Name of Ward.

Place.....

Date.....

Seal

*Strike off the inappropriate alternative.

FORM-14-A

Declaration by Elector

[See Rule 67(2)]

(See page 129)

Election to the *North/South/East Delhi Municipal Corporation from
Ward (No. & Name).....

(This side is to be used only when the elector signs the declaration himself)

I hereby declare that I am the elector to whom the postal ballot bearing Serial
number..... has been issued at the above election.

Date.....

Signature of Elector.

Address.....

Attestation of Signature

The above has been signed to my presence
by.....(elector) who* is
personally known to me/has been identified to my satisfaction
by.....
.....(identifier) who is
personally known to me.

Signature of identifier,

If any.....

Address.....

Signature of Attesting
Officer
Designation.....

.....
Address.....

.....
Date.....

.....

(This side is to be used when the elector cannot sign himself)

I hereby declare that I am the elector to whom the postal ballot paper bearing
serial number..... has been issued at the above election.

Signature of Attesting
Officer on behalf of elector
Address of elector.....

Date.....

*Strike off the inappropriate alternative.

CERTIFICATE

I hereby certify that

- (1) the above named elector* is personally known to me/has been Identified to my satisfaction by(identifier) who is personally known to me'
- (2) I am satisfied that the elector * is illiterate/suffersfrom.....(infirmity) and is unable to record his vote himself or sign his Declaration;
- (1)I was requested by him to mark the ballot paper and to sign the above declaration on his/her behalf; and
- (2) the ballot paper was marked and the declaration signed by me on his/her behalf, in his presence and in accordance with his/herwishes.

Signature of identifier,

If

any.....

Address.....

Signature of Attesting Officer

Designation.....

Address.....

Date.....

*Strike off the inappropriate alternative

FORM 14-B

Cover

[See Rule 67(2)(b)]
(see page 129 & 130)

A. NOT TO BE OPENED BEFORE COUNTING

Election to the *North/ South/ East Delhi Municipal Corporation.
from _____ ward.

POSTAL BALLOT PAPER

Serial number of ballot paper _____

FORM 14-C

Large Cover [See
Rule 67 (2)(c)] (see
page 129 & 130)

Service unpaid

B. NOT TO BE OPENED BEFORE COUNTING

Election to the *North/ South/ East Delhi Municipal Corporation from _____ Ward

ELECTION-IMMEDIATE

POSTAL BALLOT PAPER

TO

For** _____ Ward

The Returning Officer,

*** _____

Signature of Sender

*Strike off the inappropriate alternative

**Returning Officer to insert here the name and number of ward.

***The Returning Officer to mention here his/her full postal address.

FORM 14-D

Instruction for the Guidance of Electors

[See Rule 67(2)(d)]
(See page 129 & 130)

Election to the North/South/East Delhi Municipal Corporation Ward (No. & Name).....

The persons whose names are printed on the ballot paper sent herewith are candidates at the above election. If you desire to vote, you should record your vote(s) in accordance with the directions given in the Part-I below and then follow the Instructions detailed in Part-II:-

PART-I—Directions for Elector

1. The number of Councilors to be elected in one.
2. You have only one vote.
3. You must not vote for more than one candidate. If you do, your ballot paper will be rejected.
4. Record the vote by placing clearly a mark opposite the name of the candidate to whom you wish to give that vote.
5. The mark should be placed as to indicate clearly and beyond doubt to which candidate you are giving vote. If the mark is so placed as to make it doubtful to which candidate you have given the vote, that vote will be invalid.
6. An elector shall obtain the attestation of his signature on the declaration in Form 14-A by a stipendiary magistrate or by any gazetted officer.

PART-II—Instructions for Electors

- (a) After you have recorded your vote on the ballot paper, place the ballot paper in the small cover marked 'A' sent herewith. Close the cover and secure it by seal or otherwise.
- (b) You have then to sign the declaration in Form 14-A also sent herewith, in the presence of a stipendiary magistrate or any gazetted officer (see direction 6 above). Take the declaration to any officer and sign in his presence after he/she has been satisfied about your identity. The officer will attest your signature and return the declaration to you. You must not show your ballot paper to the attesting officer nor tell him how you have voted.
- (c) If you are unable to make the ballot paper and sign the declaration yourself in the manner indicated above by reason of illiteracy, blindness or other infirmity, you are entitled to have your vote marked and the declaration on your behalf by an officer mentioned in item (6). Such an officer will at your request mark the ballot paper in your presence and in accordance with your wishes. He/She will also complete the necessary certificate in this behalf.
- (d) After your declaration has been signed and your signature has been attested in accordance with item (b) or item (c), place the declaration in Form 14-A as also the smaller cover marked 'A' containing the ballot paper, in the large cover marked 'B'. After closing the large cover send it to the returning officer by post or by messenger. You have to give your full signature in the space provided on the cover marked 'B' but no postage stamp need to be affixed by you.
- (e) You must ensure that the cover reaches the returning officer before 8.00 A.M. on the _____ (date)
- (f) Please note that---
 - (1) If you fail to get your declaration attested or certified in the manner indicated above, your ballot paper will be rejected, and
 - (2) If the cover reaches the returning officer after 8.00 A.M. on the _____ (date) your vote will not be counted.

ANNEXURE 2

EXTRACTS FROM THE DELHI MUNICIPAL CORPORATION ACT, 1957 (Act No. 66 OF 1957) READ WITH THE DELHI MUNICIPAL CORPORATION (AMENDMENT) ACT, 2011

And

EXTRACTS FROM REPRESENTATION OF THE PEOPLE ACT, 1951

THE DELHI MUNICIPAL CORPORATION ACT, 1957 (66 OF 1957) READ WITH THE DELHI MUNICIPAL CORPORATION (AMENDMENT) ACT, 2011:-

Section 7:- (1) The superintendence, direction and control of the preparation of electoral rolls for, and the conduct of, all elections to the Corporation shall be vested in the Election Commission of the National Capital Territory of Delhi consisting of an Election Commissioner to be appointed by the Administrator.

(2) Subject to the provisions of any law made by the Legislative Assembly of the National Capital Territory of Delhi, the conditions of service and tenure of office of the Election Commissioner shall be such as the Administrator may by rules determine:

Provided that the Election Commissioner shall not be removed from office except in a like manner and on the like grounds as a Judge of a High Court and the conditions of service of the Election Commissioner shall not be varied to his disadvantage after his appointment.

(3) The Administrator shall, when so requested by the Election Commission make available to that Commission such staff which the Administrator considers necessary for discharge of the functions conferred on the Election Commission by sub-section (1).

Section 23:- (1) Every officer or clerk, agent or other person who performs any duty in connection with the recording or counting of votes at an election shall maintain and aid in maintaining the secrecy of the voting and shall not (except for some purpose authorised by or under any law) communicate to any person any information calculated to violate such secrecy.

(2) Any person who contravenes the provisions of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.

Section 25:- No person shall, on the date or dates on which the poll is taken at any polling station, commit any of the following acts within the polling station or in any

public or private place within a distance of one hundred yards of the polling station, namely:—

- (a) canvassing for votes;or
- (b) soliciting the vote of any elector;or
- (c) persuading any elector not to vote for any particular candidate;or
- (d) persuading any elector not to vote at the election;or
- (e) exhibiting any notice or sign (other than official notice) relating to the election.

(2) No person shall convene, hold or attend any public meeting within any ward on the date or dates on which a poll is taken for an election in thatward.

(3) Any person who contravenes the provisions of sub-section (1) or sub-section (2) shall be punishable with fine which may extend to two hundred and fiftyrupees.

(4) An offence punishable under this section shall be cognizable.

Section 26:-(1) No person shall, on the date or dates on which a poll is taken at any pollingstation—

- (a) use or operate within or at the entrance of the polling station or in any public or private place in the neighbourhood thereof any apparatus for amplifying or reproducing the human voice, such as a megaphone or a loud-speaker;or
- (b) shout or otherwise act in a disorderly manner, within or at the entrance of the polling station or in any public or private place in the neighborhood thereof,

so as to cause annoyance to any person visiting the polling station for the poll, or so as to interfere with the work of the officer and other persons on duty at the polling station.

(2) Any person who contravenes or wilfully aids or abets the contravention of the provisions of sub-section (1) shall be punishable with imprisonment for a term which may extend to three months, or with fine, or withboth.

(3) If the presiding officer of a polling station has reason to believe that any person is committing or has committed an offence punishable under this section, he may direct any police officer to arrest such person, and thereupon the police officer shall arrest him.

(4) Any police officer may take such step and use such force, as may be reasonably necessary for preventing any contravention of the provisions of sub-section (1), and may seize any apparatus used for suchcontravention.

(5) An offence punishable under this section shall be cognizable.

Section 27:- (1) Any person who during the hours fixed for the poll at any polling station, misconducts himself or fails to obey the lawful directions of the presiding officer, may be removed from the polling station by the presiding officer or by any police officer on duty or by any person authorised in this behalf by such presiding officer.

(2) The powers conferred by sub-section (1) shall not be exercised so as to prevent any elector who is otherwise entitled to vote at a polling station from having an opportunity of voting at that station.

(3) If any person who has been so removed from a polling station, re-enters the polling station without the permissions of the presiding officer, he shall be punishable with imprisonment for a term which may extend to three months, or with fine, or with both.

(4) An offence punishable under sub-section (3) shall be cognizable.

Section 28:- (1) If any person to whom this section applies, is without reasonable cause guilty of any act or omission in breach of his official duty, he shall be punishable with fine which may extend to five hundred rupees.

(2) No suit or other legal proceeding shall lie against any such person for damages in respect of any such act or omission as aforesaid.

(3) The persons to whom this section applies are returning officers, assistant returning officers, presiding officers, polling officers and any other person appointed to perform any duty in connection with the election; and the expression "official duty" shall for the purposes of this section be construed accordingly.

REPRESENTATION OF THE PEOPLE ACT, 1951 :-

134-B. Prohibition of going armed to or near a polling station (1) No person, other than the Returning Officer, the Presiding Officer, any police officer and any other person appointed to maintain peace and order at a polling station who is on duty at the polling station, shall, on a polling day, go armed with arms, as defined in the Arms Act, 1959 (54 of 1959), of any kind within the neighbourhood of a polling station.

(2) If any person contravenes the provisions of sub-section (1), he shall be punishable with imprisonment for a term which may extend to two years or with fine, or with both.

(3) Notwithstanding anything contained in the Arms Act, 1959 (54 of 1959), where a person is convicted of an offence under this section, the arms as defined in the said Act found in his possession shall be liable to confiscation and the license granted in relation to such arms shall be deemed to have been revoked under section 17 of that Act.

(4) An offence punishable under sub-section (2) shall be cognizable.

ANNEXURE – 3

(See Page No. 8)

OUTLINES OF FUNCTIONS TO BE PERFORMED BY PRESIDING OFFICERS AT VARIOUS STAGES

- I. On Appointment.
- II. On the day previous to the day of Poll.
- III. On arrival at the Polling Station on the day of Poll.
- IV. During the hours of Poll.
- V. After the completion of Poll.

I. On appointment

- 1.1. When you receive your appointment order, please check up carefully and examine:-

- (a) The name and number of your polling station;
- (b) The name of the Ward within which the polling station is situated;
- (c) The exact location of your polling station.

This information will be found in your appointment order. You may also find the names of your Polling Officers in the order. Try to contact them and keep their residential and office addresses with you and give your residential and office address to them.

Attend as many training classes as you can, so that you become fully familiar with the operation of the voting machine. Never rely on your memory and past experience as they may betray you. The instructions are being changed considerably from time to time.

- 1.2. Read the following pamphlets and booklets very carefully:-

- (a) Handbook for Presiding Officers;
- (b) Manual of Electronic Voting Machine;
- (c) Letter of the Returning Officer to Presiding Officers giving important instructions.

- 1.3. Familiarise yourself with the item of polling material given in Annexure 5.
- 1.4. Study carefully the manner and the method in which the control unit and balloting units are inter-linked and de-linked and the control unit closed and sealed.
- 1.5. Read carefully the different forms, statutory and non-statutory, as given in the Annexures.

- 1.6. Read very carefully the relevant Rules (**Annexure 1**), as well as relevant sections of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011, given in (**Annexure 2**). If you have any doubt, approach your Returning Officer and get your doubt clarified. Never be in a confused mind.

II. On the day previous to the day of poll

- 2.1 On the day previous to the day of poll, you will be asked to collect the polling materials for use at the polling station. Please ensure that:-
- (a) The control unit and balloting unit(s) given to you pertain to your polling station.
 - (b) The 'Cand Set Section' of control unit is duly sealed and address tag is firmly attached thereto.
 - (c) The battery in the control unit is fully operational.
 - (d) The balloting unit(s) have been duly sealed and address tags are firmly attached, both at the top and bottom right portion.
 - (e) The appropriate ballot paper has been affixed on each balloting unit and is properly aligned under the ballot paper screen.
 - (f) The slide switch has been set to the appropriate position in each balloting unit.
 - (g) All the items of polling materials mentioned in Annexure 5 have been supplied in required quantity;
 - (h) Check up the serial numbers of paper seals;
 - (i) Check up the electoral roll to ensure that:-
 - (i) the copies of the supplements are given,
 - (ii) the part number of the roll and the supplement is correctly given,
 - (iii) page numbers in the working copies of the roll are given serially,
 - (iv) the printed serial numbers of voters are not corrected and no new numbers are substituted for them,
 - (v) all deletions of names and corrections of clerical or other errors as per the supplements have been incorporated.
 - (j) Check the copy of the list of contesting candidates given to you. The names and symbols of the candidates given in the list must tally and should be in the same serial order in which they appear in the ballot paper on the balloting unit.
 - (k) Check up that the phial of indelible ink supplied to you contains sufficient quantity of indelible ink and that its cap is perfectly sealed; if not re-seal the cap with candle/wax.
 - (l) Check up the arrow cross-mark rubber stamp and your brass seals. Ensure that the arrow cross mark rubber stamp has seals affixed on both the sides and that the stamp pad is not dry. If your polling station is proposed to be located in a temporary structure, obtain iron box of sufficient dimensions to store your election papers.
 - (m) If you have any doubt about your movement program, route to be followed to reach the polling station, get them cleared and make sure of the time,

the place of departure and mode of transport for reaching the polling station.

- 2.2. (a) Reach your polling station latest by 4-00 p.m. on the day previous to the day of poll and ensure that-
- (i) there is enough space for the voters to wait outside the polling station and for separate queues for male and female voters;
 - (ii) there are separate passages for entry and exit of voters;
 - (iii) the voting compartment for voters to record their votes is well lighted;
 - (iv) a notice showing the polling area and details about voters is prominently displayed;
 - (v) the copy of the list of contesting candidates is prominently displayed.
- (b) Appoint persons whom you will require to assist in identifying the voters including female assistant.
- (c) Decide the place where you, your Polling Officers and Polling Agents of the candidates will sit and the control unit of the voting machine will be placed.
- (d) Remove any photograph of any leader belonging to any political party hung in the polling station or cover them fully.

2.3 The voting machine and the polling materials entrusted to you should remain in your custody throughout, till the poll is completed and the voting machine and the materials are handed over back by you. Either you or one of the Polling Officers selected by you should remain in the polling station in charge of the voting machine and polling materials from the moment you arrive there. The voting machine and polling materials should not be left in the custody of the Police Guard on duty at the polling station or any person other than yourself or a Polling Officer selected by you.

III. On arrival at the Polling Station on the day of poll

3.1 Ensure that you and other members of your polling party reach the polling station two hours before the hour fixed for starting the poll. On arrival, open the room, check the voting machine and the polling materials.

- 3.2. Check up the appointment letters of polling agents and explain to them provisions of section 23 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011. Assign them seats and issue them entry passes for their movements. Read out the declaration as referred to in Chapter16.
- 3.3. Make arrangements to appoint a Polling Officer if one from your party has not turned up.
- 3.4. Start preparing the voting machine including the conduct of mock poll one hour before the time fixed for commencement of poll.
- 3.5. After the mock poll and clear the data of mock poll in the voting machine before sealing the control unit.
- 3.6. Fix the yellow paper seal and close and seal the result section of the control unit.
- 3.7. Place the phial of indelible ink in such a way that the ink does not spill out.

IV. During the hours of poll

- 4.1. Ensure that the polling starts sharp at the appointed time. Even if all formalities have not been completed, admit some voters in the polling station at the appointed time.
- 4.2. While poll is in progress, unusual complex cases are likely to crop up. Deal with them yourself leaving the Polling Officers' to carry on their normal duties. Such cases will be—
 - (a) Challenge to a voter (Chapter15),
 - (b) Voting by minors (Chapter15),
 - (c) Voting by blind or infirm voters (Chapter19),
 - (d) Voters deciding not to vote (Chapter20),
 - (e) Tendered votes (Chapter22),
 - (f) Breach of secrecy of voting (Chapter18),
 - (g) Disorderly conduct at the booth and removal of disorderly persons (Chapter14),
 - (h) Adjournment of poll because of riot or any other cause (Chapter23).
- 4.3. Collect statistical information for compilation of item 18 of your diary regarding polling every two hours.
- 4.4. Close the poll at the appointed hour even if it has started late. Give slips with your signature to those persons who are in the queue at this hour. Ensure that no additional person joins the queue after the appointed hour.

V. After the completion of poll

- 5.1. Close and seal the voting machine as per the instructions given in Chapter 24 and 26.
- 5.2. Ascertain the number of female voters who have voted.
- 5.3. Complete Form 11C (account of votes recorded and paper seal account). Polling agents present at the close of the poll may note the contents in Form.
- 5.4. Complete your Presiding Officer's Diary.
- 5.5. Seal all election papers as per instructions in Chapter 27.
- 5.6. Prepare first packet of five statutory covers.
- 5.7. Prepare second packet of eleven non-statutory covers.
- 5.8. Prepare third packet of seven items.
- 5.9. Prepare fourth packet of all other items.
- 5.10. Follow the programme of return journey to the collection centre for depositing the sealed voting machine and sealed packet of election papers. It is your personal responsibility to deliver the voting machine and other packets at the collection centre intact and obtain a receipt. Note that you have to hand over eight different items, viz,
 1. Voting machines;
 2. Cover containing the account of votes recorded and paper seal account;
 3. Cover containing the declarations of the Presiding Officer;
 4. Cover containing the Presiding Officer's Diary;
 5. Cover containing Visit Sheet,
 6. First packet superscribed 'statutory covers' containing five covers;
 7. Second packet superscribed 'non-statutory covers', containing nine covers;
 8. Third packet containing seven items of election material and
 9. Fourth packet containing all other items, if any.

ANNEXURE – 4

(See page 8)

CHECK MEMO FOR PRESIDING OFFICERS

ITEM	ACTION OF BE TAKEN	REMARKS
1.	Obtaining and keeping in possession all relevant instructions from the Returning Officer.	Whether obtained and kept?
2.	Familiarisation with the other members of the polling party and maintenance of close relationship with them.	Whether done?
3.	Collection of election material	Whether ensured that all the election materials and that too in sufficient quantities and numbers have been collected?
4.	Checking up of balloting unit & control unit of the voting machine, marked copies of the electoral roll, arrow cross mark rubber stamp, yellow paper seals, register of voter's, voter's slips, etc.	Whether done?
5.	Separate entrance and exit for voters at polling stations.	Whether ensured?
6.	Display of notice specifying the polling area and the numbers of electors assigned and also a copy of the list of contesting candidates;	Whether displayed?
7.	Inter-linking of control unit and balloting units and switching on the battery.	Whether done?
8.	Conducting mock control.	Whether Conducted?
9.	Fixing yellow paper seal on result compartment of control unit	Whether done?
10.	Sealing the result section of the control unit.	Whether done?
11.	Declaration to be made at the commencement of the poll.	Whether made?

- | | | |
|-----|---|---|
| 12. | Reading out the provisions of the section 23 of the Delhi Municipal Corporation Act, 1957 (Act No. 66 of 1957) read with the Delhi Municipal Corporation (Amendment) Act, 2011/ Rules/Order with regard to the secrecy of voting by Presiding Officer at the beginning of the poll. | Whether done? |
| 13. | Allowing polling agents to note the serial numbers of balloting unit and control unit and yellow paper seal. | Whether allowed? |
| 14. | Marking of indelible ink on left fore-finger and obtaining the signature/thumb impression on the Register of Voters (Form 11A) | Whether being properly done? |
| 15. | Declaration from under-aged electors | Whether obtained? |
| 16. | Maintenance of Presiding Officer's Diary | Whether events are recorded from time to time as and when they occur? |
| 17. | Maintenance of Visit Sheet | Whether maintained? |
| 18. | Close of poll at the appointed hour | Whether Done? |
| 19. | Supply of account of votes recorded in Form 11C | Whether attested copies given to all the polling agents? |
| 20. | Declaration to be made at the close of poll | Whether made? |
| 21. | Sealing of voting machine and election papers | Whether done according to instructions? |

ANNEXURE – 5

(See page 12)

List of Articles supplied at each Polling Station for Elections

Quantity supplied

- | | | |
|-----------|--|--|
| 1. | EVMs | |
| | Control Unit | 1 |
| | Ballot Unit | 1 (Depending upon the No. of candidates) |
| 2. | Working Copies of Electoral Rolls in Hindi | 4 |
| 3. | List of Polling Stations (Pasted inside the cover of working copy of Electoral Roll) | 1 |
| 4. | FORMS | |
| | (a) List of challenged votes (Form 10) | 1 |
| | (b) List of blind and Infirm voters (Form 10A) | 1 |
| | (c) List of Tendered votes (Form 11B) | 1 |
| | (d) Account of votes Recorded (Form 11C) | 8 |
| | (e) Appointment of Polling Agents (Form 8-B) | 10 |
| | (f) Presiding Officer's Diary | 1 |
| | (g) Record of paper seals used | 2 |
| | (h) Receipt for deposit for challenged votes | 1 Book |
| | (i) Letter to S.H.O. | 4 |
| | (j) Declaration by the Companion of blind or infirm electors | 2 |
| | (k) Declaration by Presiding Officers before commencement of the Poll and at the end of the Poll | 2 |
| | (l) Passes for Polling Agents | 8 |
| 5. | SIGNBOARDS | |
| | (a) Presiding Officer | 1 |
| | (b) Polling Officer | 2 |
| | (c) Entrance | 2 |
| | (d) Exit | 2 |
| | (e) Polling Agent | 2 |
| | (f) Miscellaneous notice specifying area etc. as required by Rule 30(1)(a) | 1 |
| 6. | ENVELOPES | |
| | (a) For smaller envelopes (Statutory Covers) (SE-8A) | 1 |
| | (b) For marked copy of electoral rolls (SE-7A) | 1 |
| | (c) For other copies of electoral rolls (SE-7) | 1 |

(d) For unused tendered ballot papers (SE-8A)	1
(e) For tendered ballot papers and tendered voters list (SE-7A)	1
(f) For declaration by the Presiding Officers before commencement of the Poll and at the end of Poll (SE 5)	1
(g) For account of votes recorded (11C)(SE-5)	2
(h) For list of challenged votes (SE-5)	1
(i) For unused and spoilt paper seals (SE-5)	1
(j) For appointment letters of Polling Agents (SE-6)	1
(k) For Presiding Officer Diary Report (SE-5)	1
(l) For record of paper seals used (SE-5)	1
(m) For list of blind and infirm voters (SE-5)	1
(n) For Election Duty Certificate (SE-5)	1
(o) For Receipt-book and forfeited cash (SE-7A)	1
(p) For declaration of companions (SE-5)	1
(q) For smaller envelopes (SE-6)	1
(r) For smaller envelopes (Other) (SE-7A)	1
(s) For Register of voters (in Form 11-A) (SE-8A)	1
(t) For unused and damaged strip seals	1

7. STATIONERY

(1) Pencil	1
(2) Indelible ink with glass rod (complete)	2
(3) Ball Pen (Blue + Red)	3+1
(4) Blank Papers	8
(5) Pins	25
(6) Sealing Wax	5
(7) Material for voting compartments	2
(8) Gum Paste	1
(9) Match Box	1
(10) Blade	1
(11) Candle	4
(12) Cello Tape	1
(13) Tags	20
(14) Metal Rule	1
(15) Carbon Paper	3
(16) Duster	4

(17)	Packing Paper	2
(18)	Empty Cup (Plastic)	1
(19)	Drawing Pin	1 pkt.
(20)	Rubber Band	20
(21)	Arrow Cross Mark	2
(22)	Metal Seal for Presiding Officer	1
(23)	Stamp Pad	1
(24)	Thin Twine Thread	10 mtr.

8. BALLOT UNIT AND CONTROL UNIT PAPER SEAL

(a)	Yellow Paper Seal for EVM	6
(b)	Strip Seal	4
(c)	Address Tag/Ballot Unit	6
(d)	Address Tag/ Control Unit	5
(e)	Distinguish Mark	
(f)	Special Tag	4
(g)	Voting Register Form 11-A	1

IMPORTANT NOTES:

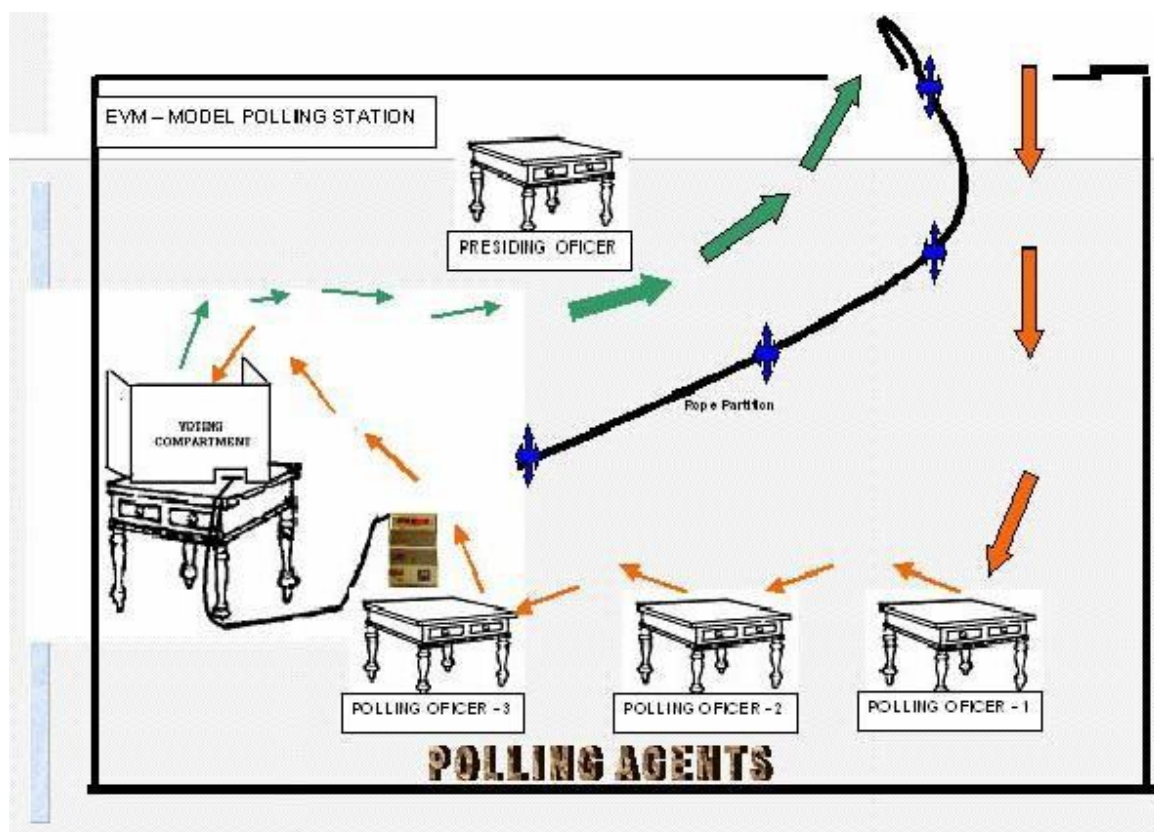
1. Any essential articles not supplied initially or required later in an emergency may be purchased locally by the Presiding Officer. The cost will be met by the Government.
2. Two copies of this list are being sent. Please check the contents of the bag and issue a receipt on one of these copies to the official handing over these articles to you. The second copy with suitable notes thereon should be retained by you so that you may be able to reply to any subsequent queries in this behalf.
3. List of materials to be returned by the Presiding Officer to the Sector Officer separately who in turn will deposit them in store at State Election Commission.

ANNEXURE –6

(See page 17 to20)

MODEL POLLING STATION FOR ELECTRONIC VOTING MACHINE

LAYOUT OF POLLING STATION FOR SINGLE ELECTION



Note :- The cable connected to the balloting unit should come out of the voting compartment through an opening on the back side and through this opening the Presiding Officer or the third Polling Officer, who is in-charge of the control unit, as the case may be, should be able to see the full length of the cable right upto its joint with the balloting unit from his seat so that no elector will be able to tamper with the cable from inside the voting compartment without being detected by the Presiding Officer or the third Polling Officer, as the case may be,. However, this opening in the voting compartment should not be so big as to reveal any portion at the top of the ballotingunit.

ANNEXURE - 7

(See page 70, 98 and 99)

DECLARATION BY PRESIDING OFFICER AT THE COMMENCEMENT OF POLL

PART-I

Declaration by the Presiding Officer before the commencement of the Poll
General Election to the *North/South/East Delhi Municipal Corporation, from
Ward No & Name.....

Serial No. and Name of the Polling Station.....

Date of Poll.....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present—
 - (a) by holding a mock poll that the voting machine is in perfect working order and that no vote is already recorded therein;
 - (b) that the marked copy of the electoral roll to be used during the poll does not contain any marks other than those used for issuing postal ballot papers and election duty certificates;
 - (c) that the Register of Voters (Form 11A) to be used during the poll does not contain any entry in respect of any elector;
- (2) that I have affixed my own signature on the paper seal(s) used for securing the Result Section of Control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signature of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/ polling agents present, to note down the serial number.

Signature.....
Presiding Officer

Signature of polling agents.

1.....(of candidate.....)	2.....(of candidate.....)
3.....(of candidate.....)	4.....(of candidate.....)
5.....(of candidate.....)	6.....(of candidate.....)
7.....(of candidate.....)	8.....(of candidate.....)
9.....(of candidate...),etc.	

The following polling agent(s) declined to affix his/her signature(s), on this declaration.

1.....(of candidate.....)	2.....(of candidate.....)
3.....(of candidate.....)	4.....(of candidate.....)

Date.....
Time.....

Signature.....
Presiding Officer

*Strike off the inappropriate alternative.

PART – II

Declaration by the Presiding Officer at the time of use of subsequent voting machine, if any.
Election to the *North/South/East Delhi Municipal Corporation from Ward No
&Name.....

Serial No. and Name of Polling Station.....

Date of Poll.....

I hereby declare :

- (1) that I have demonstrated to the polling agents and other persons present by holding a mock poll that the subsequent voting machine is in perfect working order–
- (2) that I have affixed my own signature on the paper seal(s) used for securing the Result Section of Control unit of the voting machine and obtained thereon the signatures of such of the polling agents as are present and desirous of affixing the same.
- (3) that I have written the serial number of the Control Unit on the special tag, and I have affixed my signature on the back side of the special tag and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (4) that I have affixed my signature on the strip seal and also obtained thereon the signatures of such of the candidates/polling agents as are present and desirous of affixing their signature.
- (5) that I have read out the pre-printed serial number of the special tag and asked the candidates/ polling agents present, to note down the serial number.

Signature.....

Signature of polling agents.

Presiding Officer

1.....(of candidate.....)

2.....(of candidate.....)

3.....(of candidate.....)

4.....(of candidate.....)

5.....(of candidate.....)

6.....(of candidate.....)

7.....(of candidate.....)

8.....(of candidate.....)

9.....(of candidate...),etc.

The following polling agents(s) declined to affix his/her signature(s), on this declaration.

1.....(of candidate.....)

2.....(of candidate.....)

3.....(of candidate.....)

4.....(of candidate.....)

Date.....

Signature.....

Time.....

Presiding Officer

*Strike off the inappropriate alternative.

PART III

DECLARATION AT THE END OF POLL

I have asked the polling agents, who were present at the polling station at the close of the poll and whose signatures are affixed below, to note down the entries in Part I-Accounts of Votes Recorded of Form 11C as required under the rules.

Date.....
Time.....

Signature.....
Presiding Officer

Complied to above direction of the PresidingOfficer.

Signature of polling agents.

1.....(ofcandidate.....)	2.....(ofcandidate.....)
3.....(ofcandidate.....)	4.....(ofcandidate.....)
5.....(ofcandidate.....)	6.....(ofcandidate.....)
7.....(ofcandidate.....)	8.....(ofcandidate.....)
9.....(ofcandidate... ..)	

The following polling agent (s) who were present at the close of the poll declined to note down the above particulars.

1.....(ofcandidate.....)	2.....(ofcandidate.....)
3.....(ofcandidate.....)	4.....(ofcandidate.....)
5.....(ofcandidate.....)	6.....(ofcandidate.....)
7.....(ofcandidate.....)	8.....(ofcandidate.....)
9.....(ofcandidate... ..)	

Date.....
Time.....

Signature.....
PresidingOfficer

PART IV

DECLARATION AFTER THE SEALING OF THE VOTING MACHINE

I have affixed my seals, and I have allowed the polling agents who were present at the polling station at the close of poll to affix their seals, on the carrying cases of the control unit and balloting units of the voting machine.

Date.....

Signature.....

Time.....

Presiding Officer T

The following polling agents have affixed their seals.

Signature of polling agents:

1.....(of candidate.....)

2.....(of candidate.....)

3.....(of candidate.....)

4.....(of candidate.....)

5.....(of candidate.....)

6.....(of candidate.....)

7.....(of candidate.....)

8.....(of candidate.....)

9.....(of candidate.....)

The following polling agents refused or did not want to affix their seals: -

1.....(of candidate.....)

2.....(of candidate.....)

3.....(of candidate.....)

4.....(of candidate.....)

5.....(of candidate.....)

6.....(of candidate.....)

7.....(of candidate.....)

8.....(of candidate.....)

9.....(of candidate.....)

Date.....

Signature.....

Time.....

Presiding Officer

ANNEXURE – 8
(See page 77)

<p>Election to the North/South/East Delhi Municipal Corporation, 2012</p> <p><u>RECEIPT FOR CHALLENGE FEE</u></p> <p>BookNo..... PageNo.....</p> <p>Received a sum of Rs.5/- (Rupees five only) in cash fromShri.....</p> <p>.....</p> <p>Candidate/Election Agent/Polling Agent on account of deposit for a challenge under rule 49 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012.</p> <p>Date.....</p> <p>Presiding Officer for Polling StationNo..... OfWard No... .. of Delhi Municipal Corporation</p>	<p>Election to the North/South/East Delhi Municipal Corporation, 2012</p> <p><u>FORFEITED TO GOVERNMENT</u></p> <p>Presiding Officer</p> <p>Received back the amount of Rs.5 /- (Rupees five only) under rule 49 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012.</p> <p>Date.....</p> <p>Name & Signature of Candidate/ Election Agent/ Polling Agent</p>	<p>Election to the North/South/East Delhi Municipal Corporation, 2012</p> <p><u>RECEIPT FOR CHALLENGE FEE</u></p> <p>BookNo..... PageNo.....</p> <p>Office of the Presiding Officer For PollingStationNo forthe Election of Delhi Municipal Corporation</p> <p>Received a sum of Rs.5/- (Rupees five only) in cash fromShri.....</p> <p>.....</p> <p>Candidate/Election Agent/Polling Agent on account of deposit for a challenge under rule 49 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012.</p> <p>Station.....</p> <p>Date..... PRESIDINGOFFICER</p>
--	---	---

ANNEXURE – 9

(See page 78)

LETTER OF COMPLAINT TO THE S.H.O. POLICE

To

The Station House Officer,
.....
.....

Subject :— Election to the North/South/East Delhi Municipal Corporation from
Ward (No. & Name)..... -Impersonation at Polling
Station.....(No.andName).....Dateof
Poll.....

Sir,

I beg to report that Shri.....s/o Shri.....

And resident of has challenged the identity
of the person who is being handed over to..... This person claimed to
be.....whose name appears at Serial No. in
Part No.....of the electoral roll of Ward.

He could not prove himself to be this elector. In my opinion he is an imposter. I am
to request you to take necessary action as required under section 171 F of the Indian Penal Code.

Date.....

Yours faithfully,

Place.....

Signature of Presiding Officer.

Copy forwarded to the Returning Officer for.....Delhi Municipal
Corporation Ward* and.....

Signature of Presiding Officer

*Here insert *ex-officio* designation of the concerned Returning Officer.

RECEIPT

The above letter and the person referred to therein were handed over to me
at.....(hour) on.....(Date) by the
Presiding Officer.

Signature

ANNEXURE - 10

(See page 87)

**DECLARATION BY THE COMPANION OF BLIND OR
INFIRM ELECTOR**

**Election to *North/South/ East Delhi Municipal Corporation Ward No.
&Name.....**

Sl. No. and Name of Polling Station.....

I.....son of.....

aged.....**resident of.....

.....

hereby declare that :

(a) I have not acted as companion of any other elector at any polling station today,
the.....

(b) I will keep secret the vote recorded by me on behalf of+.....

.....

.....

Signature of Companion

*Strike off the inappropriate alternative.

**Full address to be given.

+ Name, Part No. and Serial number of elector.

(This is an example)

ANNEXURE – 11

Form 11-C

(See Rule 58 & 61)

(See Page 126 & 127)

Part - I- Account of Votes Recorded

Election to the *North/South/East Delhi Municipal Corporation from Ward. (No. & Name).....

No. and name of Polling Station.....

—Identification No. of Voting Machine used at the Polling Station:-

Control Units;

Balloting Units;

1. Total No. of electors assigned to the Polling Station.
2. Total No. of voters as entered in the Register for Voters (Form 11A).
3. No. of voters deciding not to record votes under rule 54.
4. No. of voters not allowed to vote under rule 52.
5. Total No. of votes recorded as per voting machine.
6. Whether the total No. of votes as shown against item 5 tallies with the total No. of voters as shown against item 2 minus Nos. of voters deciding not to record votes as against item 3 minus No. of Voters against item 4 (2-3-4) or any discrepancy noticed.
7. No. of voters to whom tendered ballot papers were issued under rule 55.
8. No. of tendered ballot papers.

Sl. No.

From

(d) received for use.....

(e) issued to electors.....

(f) Not used and returned.....

9. Account of paper seals

Sl. Nos

From To

1. Serial Numbers of paper seals supplied
From.....To.....
2. Total Number supplied
3. Number of paper seals used.
4. Number of unused paper seals returned
to Returning Officer (Deduct item 3 from item 2)
5. Seal number of damaged paper seal, if any.

Polling Agents

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Date.....

Signature of Presiding Officer

Place.....

Polling Station No.

*Strike off the inappropriate alternative.

PART II-RESULT OF COUNTING

Sl.No	Name of Candidate	No.	of	Votes
recorded 1.				
2.				
3.				
4.				
5.				
6. NOTA				
Total				
Whether the total nos. of votes shown above tallies with the total No. of votes shown against item 5 of Part I or any discrepancy noticed between the two totals				

Place.....
Date.....

Signature of Counting Supervisor
Name of Candidate/election agent/counting agent
Full signature

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Place.....
Date.....

Signature of Returning Officer

ANNEXURE – 12

(See page 103)

PRESIDING OFFICER'S DIARY

Election to the *North/ South/ East Delhi Municipal Corporation from ward

1. Name & No. of the Ward (in blockletters):
2. Date of Poll:
3. Number of the Polling Station:
Whether located in-
 - (i) Government or quasi-Government building;
 - (ii) Private Building;
 - (iii) Temporary Structure;
4. Number of Polling Officers recruited locally, if any:
5. Appointment of Polling Officer made in the absence of duly appointed Polling Officer, if any, and the reasons for such appointment:
6. Voting Machine-
 - (i) Number of Control Units used:
 - (ii) S. No. (s) of Control Units used:
 - (iii) Number of Balloting Units used:
 - (iv) S. No. of Balloting Units used:
7.
 - (i) Number of paper seals used:
 - (ii) S. Nos. of paper seals used : 7A.
 - (i) Number of special tags supplied:
 - (ii) S.No.(s) of special tags supplied:
 - (iii) Number of special tags used:
 - (iv) S.No.(s) of special tags used:
 - (v) S.No.(s) of special tags returned as unused:
- 7B.
 - (i) Number of Strip Seals supplied:
 - (ii) S.No.(s) of Strip Seal supplied:
 - (iii) Number of Strip Seals used:
 - (iv) S.No.(s) of Strip Seals used:
 - (v) S.No.(s) of Strip Seals returned as unused:
8. Number of polling agents and the number who arrived late:

*Strike off the inappropriate alternative.

9. Number of candidates who had appointed polling agents at the polling stations:
10. (i) Total No. of voters assigned to the polling station:
(ii) Number of electors allowed to vote according to marked copy of the electoral roll:
(ii) Number of electors who actually voted as per the Register of Voters (Form 11-C).
(iv) Number of votes recorded as per the voting machine:

Signature of first Polling Officer

Signature of Polling Officer
in-charge of Register of Voters

11. Number of electors who voted-
Men.....
Women
Total
12. Challenged vote-
Number allowed.....
Number rejected.....
Amount forfeited Rs.
13. Number of persons who have voted on production of Election Duty Certificate (EDC):
14. Number of electors who voted with the help of companions:
15. Number of tendered votes :
16. Whether it was necessary to adjourn the poll and if so, the reasons for such adjournment:
17. Number of votes cast-
from 8 a.m. to 10 a.m.
from 10 a.m. to 12 noon.
from 12 noon. to 1 p.m.
from 1 p.m. to 3 p.m.
from 3 p.m. to 5 p.m.
and soon

18. Number of slips issued at the closing hour of the poll:
19. Electoral offences with details : Number of cases of-
- (a) Canvassing within one hundred metres of a polling station:
 - (b) Impersonation of voters:
 - (c) Fraudulent defacing, destroying or removal of the list of notice or other documents at a polling station.
 - (d) Bribing of voters:
 - (e) Intimidation of voters and other persons:
 - (f) Booth capturing
20. Was the poll interrupted or obstructed by-
- (1) riot:
 - (2) open violence:
 - (3) natural calamity:
 - (4) booth capturing:
 - (5) failure of voting machine:
 - (6) any other cause:

Please give details of the above.

21. Was the poll vitiated by any voting machine used at the polling station having been-
- (a) unlawfully taken out of the custody of the Presiding Officer: –
 - (b) accidentally or intentionally lost or destroyed:
 - (c) damaged or tampered with:

Please give details

22. Serious complaints, if any, made by the candidate/agents:
23. Number of cases of breach of law and order:
24. Report of mistakes and irregularities committed, if any, at the polling station:
25. Whether the declarations have been made before the commencement of the poll and if necessary during the course of poll when a new voting machine is used and at the end of poll as necessary:

Place :

Date :

Presiding Officer

This diary should be forwarded to the Returning Officer along with the voting machine, Visit Sheet, 14-Point Observer's Report and other sealed papers.

ANNEXURE – 13

(See page 32)

FORMAT FOR PRESIDING OFFICER'S ADDITIONAL REPORT TO BE SUBMITTED TO ELECTION OBSERVER/ RETURNING OFFICER

1	Polling booth No.	
2	Police Personnel deployed Y/N	
3	Micro Observer deployed Y/N	
4	Sector Officer Deployed Y/N	
5	Video Camera deployed Y/N	
6	Total Voters	
7	No. of Voters Polled	
8	% of Votes Polled	
9	Total No. of candidates	
10	No. of candidates represented by polling agents	
11	No. of voters who voted using documents other than EPIC	
12	Whether Mock poll done in the presence of agent? Y/N	
13	Whether Mock Poll cleared? Y/N	
14	Whether machines closed and sealed properly in the presence of agents?	
15	No. of voters who have voted after 5 PM by receiving the token at the end of polling hours	
16	Whether any significant incident took place during the poll? Y/N	

Signature of the Presiding Officer

ANNEXURE – 14

(See page 24, 39)

MOCK POLL CERTIFICATE ELECTION TO THE *NORTH/SOUTH/EAST DELHI MUNICIPAL CORPORATION

From Ward No.&Name _____

It is certified that I _____ Presiding Officer at the Polling Station No. _____ of Ward No.&Name _____ of *North/South/East Delhi Municipal Corporation conducted the mock poll at _____ A.M. today, the poll day i.e. _____ following the instructions issued by the State Election Commission, U.T., Chandigarh

A total of _____ votes were polled in the mock poll and after the mock poll I have carefully cleared the memory and the total votes polled showed '0' after clearing the memory.

- A. At the time of mock poll the following of polling agents representing the candidate whose names have been mentioned against the names of such agents were present and I have obtained their signatures.
- B. At the time of mock poll the agent of only one contesting candidate was present. After waiting for ten more minutes I conducted the mock poll along with other polling staff at _____ I have mentioned the name of the agent present at the time of mock poll including the name of the candidate whom he represented.

(In case, no agent was present it shall be mentioned "No Polling agent was present at the time of mock poll")

Name of the Agent	Name of the Candidate	Signature of Agent
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Date:
Time:

Name & Signature
of the Presiding Officer

*Strike off the inappropriate alternative.

ANNEXURE – 15

(See page 96)

SAMPLE SLIPS

Sample of Pre-Printed serial Numbered Slips

General election to the North/South/East
Delhi Municipal Corporation -2012
SLIP
(For voters in Q at closing Hours of poll)

Sr. No. 1

(Signature (in full) of P.O.)

Ward No. _____ P.S. No. _____

General election to the North/South/East
Delhi Municipal Corporation -2012
SLIP
(For voters in Q at closing Hours of poll)

Sr. No. 2

(Signature (in full) of P.O.)

Ward No. _____ P.S. No. _____

General election to the North/South/East
Delhi Municipal Corporation -2012
SLIP
(For voters in Q at closing Hours of poll)

Sr. No. 3

(Signature (in full) of P.O.)

Ward No. _____ P.S. No. _____

ANNEXURE-16
(See Page 33,34)

Annexure-16
(see page 33,34)

Annexure X-1

STATE ELECTION COMMISSION,
N.C.T. OF DELHI 7 U.T. CHANDIGARH,
NIGAM BHAWAN, KASHMERE GATE,
DELHI-110006.

No.F.4(64)/OSD.I/Legal/SEC/2016/3870 Dated the 14th August, 2016

DIRECTION

Sub:- Elections to Gram Panchayats, Panchayat Samiti and Zila Parishad in UT Chandigarh - Printing of ballot papers - Photograph of Candidates to be also printed along with the other particulars.

1. **WHEREAS** the ballot papers are printed for elections to the Gram Panchayats, Panchayat Samiti and Zila Parishad in UT Chandigarh and in accordance with the instructions contained in the HAND BOOK FOR RETURNING OFFICERS published by the Election Commission of India and to be used for the said elections as ordinary ballot paper, postal ballot paper and tendered ballot paper.
2. **AND WHEREAS** the Election Commission has already issued directions to provide a panel after the name of the last contesting candidate on a ballot paper for 'None of the Above' to enable a voter to mark his/her choice against this panel to show that he/she does not wish to vote to any of the above contesting candidates.
3. **AND WHEREAS** it has been noticed that there are cases where more than one contesting candidates having similar names are in the contest and due to alphabetical arrangements of names on the ballot paper, names and symbols of such candidates are printed one after the other which creates confusion in the mind of the voters coming to cast their votes at a polling station,
4. **AND WHEREAS** the Election Commission of India vide its letter No.576/3/2015/SDR dated the 16th March, 2015 had issued directions to the Chief Electoral Officers of all States and UTs to print postal ballot papers, the ordinary ballot papers and the ballot papers to

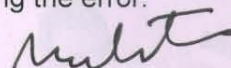
be displayed on the balloting unit of EVMs shall, in addition to the existing particulars, should also contain the photograph of the candidate to be printed in the panel for the name of the candidate and shall appear on the right side of the name in between the name and symbol of the candidate. The size of the photograph printed on the ballot paper shall be 2 cm X 2.5 cm (two cm. in breadth and 2.5 cm. in height).

1. **NOW, THEREFORE, I, Rakesh Mehta, State Election Commissioner of N.C.T. of Delhi and UT of Chandigarh,** under the powers conferred upon me under section 210 of the Punjab Panchayati Raj Act, 1994 as extended to U.T. Chandigarh, read with articles 243K of the Constitution of India, hereby direct as under:-

- (a) That every ballot paper for use in the elections to the Gram Panchayats, Panchayat Samiti and Zila Parishad in UT of Chandigarh, to be held hereafter, shall contain photographs of the contesting candidates as specified in para 5 above. A specimen of the ballot paper to be printed under these directions is enclosed as Annexure A.
- (b) That candidates are required to submit their recent two photographs (taken during the preceding period of 3 months before the date of notification of an election), alongwith the nomination form.
- (c) Photograph should be of stamp size 2 cm. X 2.5 cm. (two cm. in breadth and 2.5 cms. in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The photo may be in colour or black and white as may be convenient for the candidate.
- (d) Photograph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses also to be avoided.
- (e) That if the photograph of the candidate is not submitted alongwith nomination paper, the Returning Officer of the ward shall give a notice asking the candidate to submit the photograph latest by the date and time fixed for scrutiny of nominations. A specimen of the form of notice to be given to the candidate is enclosed as Annexure B. The photograph should bear the signature of the candidate on the reverse side of the photograph.
- (f) If a candidate does not submit his/her photograph his/her photograph will not be printed on the ballot paper. If any candidate

still fails or refuses to give his photograph that candidate will not have his photograph printed on the ballot paper. Non-submission of the photograph by the candidate shall, however, **NOT** be a ground for rejection of the nomination of the candidate.

- (g) The Returning Officer shall display a list of validly nominated candidates with the photographs of the candidates against their names on the day following the date fixed for the scrutiny of nominations. The Returning Officer shall inform the candidates at the time of scrutiny that the photographs to be printed on ballot paper will be displayed on his notice board on the next day (time may also be specified). If there is any error in the photograph or other particulars, the candidates will get an opportunity to point out the same to the Returning Officer for rectifying the error.



(RAKESH MEHTA)
State Election Commissioner.

1. RAJNATH SINGH

5. AMIT SACHAN

6. KANTI PANDEY

7. DEVESH TIWARI







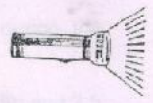








8. MAHENDRA YADAV

9. DILIP KANAUIYA

10. NONE OF THE ABOVE

NOTA

Annexure 'A'

- | | | | |
|----|---------------------------------------|---|---|
| 1. | RAJNATH SINGH
राजनाथ सिंह |  |  |
| 2. | NAKUL DUBEY
नकुल दूबे |  |  |
| 3. | RITA BAHUGUNA
रीता बहुगुणा |  |  |
| 4. | JAVED JAFRI
जावेद जाफ़री |  |  |
| 5. | AMIT SACHAN
अमित सचान |  |  |
| 6. | KANTI PANDEY
कान्ति पाण्डेय |  |  |
| 7. | DEVESH TIWARI
देवेश तिवारी |  |  |
| 8. | MAHENDRA YADAV
महेंद्र यादव |  |  |
| 9. | DILIP KANAUIA
दिलिप कनौजिया |  |  |

10. NON OF THE ABOVE **NOTA**
ऊपर में से किसी को नहीं

Annexure B

11/c

Original/Duplicate
(Original to be kept with nomination paper and
Duplicate to be handed over to candidate)

Notice by Returning Officer for non-submission of Photograph of the candidate

Name of constituency
Name of the candidate
Date and time of filing nomination paper
Sl. No. of nomination paper

As per the direction of the Election Commission, photograph of the candidate is required to be printed on the ballot paper.

It is hereby brought to your notice that you have not submitted your photograph for this purpose.

You are required to submit your photograph by 3 P.M. on _____ (date fixed for scrutiny of nominations).

The specifications for the photograph are as follows:

- (i) Candidates are required to submit their recent photograph (taken during the preceding period of 3 months before the date of notification).
- (ii) Photographs should be of stamp size 2cm. X 2.5 cm. (two cm. in breadth and 2.5 cm. in height) in white/off white background, with full face view directly facing the camera, neutral facial expression with eyes open. The Photo may be in colour or black and white as may be convenient for the candidate.
- (iii) Photo graph should be in normal clothing. Photograph in uniform is not permitted. Caps/hats should be avoided. Dark glasses has also to be avoided.

The photograph has to be submitted along with the declaration in the enclosed format.

It may be noted that if photograph is not submitted by the time mentioned above, your photo will not be printed on the ballot paper.

Received

.....
(Signature of candidate)

.....
Signature of RO/ARO

Date & time:
Place:

ANNEXURE 'C'

Declaration by candidate while submitting the photograph.

Subject:-Election to the Municipal Corporations of Delhi, From
_____ (Name & No. of Ward), to be held on
_____.

I, _____
(Name and address of the candidate), son/daughter/wife of Shri
_____, nominated as a candidate for
above mentioned election, am submitting herewith my photograph (duly
signed by me on the back of the photograph) for the purpose of printing
the same on the ballot paper. I declare that the photograph has been taken
during the last 3 months before the date of notification of the above-
mentioned election.

Name _____

Address _____

Date _____ Telephone/Mob _____

Annexure-17
(see page 22)

Annexure XV 31

OFFICE OF THE STATE ELECTION COMMISSION, N.C.T. OF DELHI,
NIGAM BHAWAN, KASHMERE GATE, DELHI-110006

No. *336/2016* Dated *23.4.2016*

DIRECTION

WHEREAS in its judgment dated the 27th September, 2013 in Writ Petition (C) No.161 of 2004, the Supreme Court has directed that there should be a "None of the Above" (NOTA) option on the ballot papers and EVMs;

NOW, therefore, under the powers conferred upon me under section 7 of the Delhi Municipal Corporation Act, 1957 as amended till date, read with rule 54 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012, I, Rakesh Mehta, State Election Commissioner for N.C.T. of Delhi, hereby direct as follows:-

In the ballot paper to be printed for election of a Councillor from a ward of any of the three Municipal Corporations of Delhi viz. North Delhi, South Delhi and East Delhi Municipal Corporation, the number of penals showing names of contesting candidates and symbol allotted to each shall be equal to the number of contesting candidates. There shall be printed an additional penal below the last name of the candidate as under:-

None of the above (NOTA)

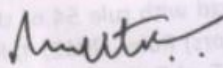
The voter who declines to vote to any of the above contesting candidates, may press the last button meant for the above additional penal indicating that he/she does not wish to vote to any of the above candidates.

The Returning Officer of a ward of a Municipal Corporation of N.C.T. of Delhi, shall take note of above directions and provide an additional penal on the ballot papers to be affixed on the EVMs, and on the ballot papers meant for 'postal ballot papers'. He shall make the button of EVMs of a ward opposite to the additional penal, indicated

above, active so that choice of the voter is well recorded in the prescribed penal.

Besides, the Returning Officer, shall provide an additional column before the "Remarks" column, in Form 17 appended to the above-mentioned rules as "No. of voters who have opted for NOTA" **polling station-wise and for the entire ward**. Further, in Form 17, below the line "Total Votes Polled", another line shall be added as "Total number of voters recorded as "NOTA". Likewise, in Form 18 appended to the above mentioned rules, after the words "Total number of tendered votes" a new line shall be added to read as "Total number of votes recorded as "NOTA".

The above directions shall apply in election to wards of all the three Municipal Corporations of N.C.T. of Delhi, to be held hereafter.


(RAKESH MEHTA)

State Election Commissioner.

Annexure-18
(see page 22)

Annexure XV (1)

STATE ELECTION COMMISSION,
N.C.T. OF DELHI, NIGAM BHAWAN,
KASHMERE GATE, DELHI-110006.

No.F.4 (8) ^{BYE/}OSD.I/Legal/SEC/15/3346 Dated the 21st March 2016

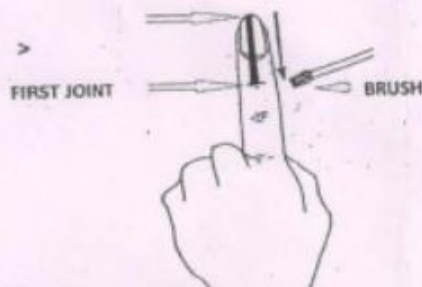
Sub:- Elections to the three Municipal Corporations of Delhi – Marking of Indelible Ink on the forefinger of the voters coming to cast their votes at a polling station – Regarding.

WHEREAS the Election Commission of India has modified the instructions for the application of Indelible Ink on the forefinger of a voter before casting of vote vide its letter No.54/2/2015/EMS dated the 23rd March, 2015;

NOW, THEREFORE, UNDER THE POWERS CONFERRED UPON ME UNDER SECTION 7 OF THE Delhi Municipal Corporation Act, 1957 as amended read with rule 50 of the Delhi Municipal Corporation (Election of Councillors) Rules, 2012, I, Rakesh Mehta, State Election Commissioner, hereby direct as under:-

"Indelible Ink will be applied on voter's finger with the help of brush (to be supplied by the M/s Mysore Paints and Varnish Limited) from top of the nail to the bottom of the first joint of the left forefinger as shown in the diagram below:-

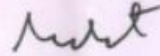
FREE EDGE OR TOP OF NAIL



The Polling Official in-charge of the Control Unit shall ensure that mark of the Indelible Ink is intact on the finger of electors, before pressing the ballot button of Control Unit.

Control...

The above direction shall apply to election of a ward of a Municipal Corporation of Delhi, to be held hereafter.



(RAKESH MEHTA)

State Election Commissioner

No.F.4 (8)/OSD.1/Legal/SEC/15/ ^{BYE/}3346 Dated the 21st March, 2016

1. To all the Election Observers and Returning Officers for election to the three Municipal Corporations of Delhi.
2. The Managing Director, Mysore Paints and Varnish Limited, New Bannimantap Extension, Mysore-570015, Karnataka with the request to ensure supply of Brushes alongwith the Indelible Ink, to be supplied to this Commission for elections/bye-elections to be held hereafter.

3. To all bearing of all polling stations for 13 wards for Compliance

Dy. Secretary. 21/3/16